COOS COUNTY AIRPORT DISTRICT
BOARD MEETING AGENDA

Wednesday, August 19, 2026 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

July 15, 2026 Board Meeting Minutes

Financial Report / Check Register

Public Relations / Communications Report

SECTION 2 - EXECUTIVE DIRECTOR REPORT:

SECTION 3 - ACTION ITEMS:

Outer Limits Contract

Terminal Roof Assessment

Intra-Fund Transfer within the BEC Fund / Resolution 2026-08-01

Ardurra Task Order 26-03: Apron Expansion Environmental Service

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting September 16, 2026

ADJOURN TO EXECUTIVE SESSION

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

SECTION

I

CONSENT CALENDAR

Coos County Airport District
Regular Board Meeting

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Wednesday, July 15, 2026 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Joe Benetti, Vice Chair

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Brent Pahls, Commissioner (Zoom)

Absent

Jason Bell, Chairman

Counsel Present

Melissa Cribbins

Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Russ Corona, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager

Media and Guests Present

John Meynink; Lexie Woodward; A. Lamar Hoy

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Consent Calendar Items from June 2026 were unanimously approved.

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Through the first half of the year, commercial passenger traffic has kept pace with our banner year we had in 2025, with **20,238 passengers** compared to **20,191** during the same period last year, an increase of **47 passengers.** While the San Francisco route declined by approximately **1.6%**, the Denver route increased by **6.9%**, resulting in overall stable passenger activity.

The Executive Director reported on meetings with the Oregon Department of Aviation regarding the Airport's Connect Oregon grant application for the commercial apron expansion project. The Airport's request for $900,000 ranked 4th out of 13 aviation grant applications and received a high priority ranking from the regional review committee. Due to statewide budget reductions, available grant funding has decreased from $75 million to $33 million, with final awards expected in October. The estimated project cost is approximately $1.5 million, and the Airport can proceed with the project regardless of the grant outcome.

Ardurra is updating the Airport Master Plan to evaluate future alternatives for additional commercial apron expansion should passenger growth continue.

The Executive Director announced a reorganization of Operations and Maintenance following the retirement of the former Operations and Maintenance Manager. The departments are now managed separately, and future operational and maintenance updates will be included in the Executive Director's report.

Maintenance staff are replacing deteriorated siding on the BLM building using in-house labor, significantly reducing costs. Inspection found minimal structural rot, and the project is expected to be completed in approximately six weeks. Funding is provided through the building's enterprise fund capital improvement budget. Additional planned improvements include replacement of two HVAC units.

Planned capital improvements to the OSP building include replacing approximately half of the building's windows and one overhead door. The work supports the recently extended tenant lease and helps preserve the facility for long-term occupancy.

Annual pavement maintenance is scheduled to begin in August, including runway and taxiway marking repainting, as well as parking lot striping at the terminal, BEC, and DHS facilities. The work will be completed by Airport staff using existing equipment.

The Airport successfully completed its annual TSA security inspection with no deficiencies identified. TSA recommended expanding perimeter fencing near the end of a runway to further reduce wildlife incursions, and staff will evaluate incorporating that work into a future pavement maintenance project.

SECTION 3: PRESENTATION:

The Board received a presentation from the South Coast Development Council (SCDC) outlining its role in regional economic development and its ongoing partnership with the Airport. SCDC reviewed its mission, funding model, and collaborative efforts to promote business expansion, attraction, and retention throughout the South Coast region.

SCDC highlighted the Airport as one of the region's primary economic assets and described current marketing efforts to promote available Airport properties to a curated list of commercial site selectors through targeted outreach and marketing campaigns.

The presentation included updates on several collaborative initiatives:

- Coordination of Opportunity Zone nominations and continued management of regional Enterprise Zones, including portions of Airport property, to support business recruitment and investment.

- A cold storage pre-feasibility study being conducted in partnership with the Airport and the Southwestern Oregon Workforce Investment Board to evaluate the demand and feasibility of a cold storage facility on Airport property. Initial findings indicate that transportation and refrigerated trucking infrastructure would be critical to the project's success. Potential applications for seafood, agricultural products, and other industries were discussed.

Board members discussed potential opportunities for seafood distribution, agricultural products, and meat processing, with SCDC noting that seafood distribution appears to have the greatest near-term potential while meat processing would likely require a cooperative, locally driven approach. The Board thanked SCDC for its continued partnership and economic development efforts.

SECTION 4: ACTION ITEMS

Motion:

Commissioner McKeown (Second Commissioner Pahls) moved to adopt Resolution No. 2026-07-01 authorizing participation in the Oregon Infrastructure Finance Authority loan refunding program and authorizing the Executive Director to execute the necessary refinancing documents, provided the refunding achieves a minimum net present value debt service savings of at least three percent (3.0%) of the refunded principal.

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

Motion:

Commissioner Brainard (Second Commissioner McKeown) moved to authorize the Executive Director to establish a business rewards credit card for the Coos County Airport District, execute all necessary application documents, and implement the program in accordance with the District's financial policies and internal controls.

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

PUBLIC COMMENT:

Mr. Meynink expressed his thanks to the Commissioners for the ongoing work to remove scotch broom in the areas surrounding the airport, noting the resulting reduction in fire danger for neighboring properties.

COMMISSIONER COMMENTS

Commissioner Brainard expressed his thanks to staff and the SCDC for their presentation. He also inquired if an on-site car wash might offer benefit to airport rental car tenants, especially airport traffic increases in the future.

Meeting adjourned to Executive Session at 8:10 a.m.

Meeting adjourned at 8:30 a.m.

COOS COUNTY AIRPORT DISTRICT

DATE: August 20, 2026

SUBJECT: Acceptance of July 2026 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 Districts website. The fund summary shows all funds are within appropriation levels, with 8.33% of the fiscal year elapsed, and general fund property tax collections at 1.46% 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 $348,006.28 (accounts payable) and $132,393.98 (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
07/02/26	21691	Coos Bay North Bend Water	BEC	200.81
07/02/26	21692	Coos Bay North Bend Water	BLM	508.11
07/02/26	21693	Umpqua Valley Fire	BLM	303.00
07/02/26	21694	Oregon Pacific Bank	DHS	11,585.21
07/02/26	21695	Coos Bay North Bend Water	Gen	1,428.56
07/02/26	21696	Mellssa Cribbins Attorney at Law	Gen	3,250.00
07/02/26	21697	NW Natural	Gen	32.14
07/02/26	21698	NW Natural	Gen	33.73
07/02/26	21699	NW Natural	Gen	309.31
07/02/26	21700	NW Natural	Gen	91.48
07/02/26	21701	Standard Insurance	Gen	1,057.94
07/02/26	21702	Umpqua Valley Fire	Gen	1,805.00
Total 07/02/26:				20,605.29
07/09/26	21703	CnB Security	Gen	600.00
07/09/26	21704	Cardmember Service	Gen	7,174.06
07/09/26	21705	City of North Bend	Gen	15,000.00
07/09/26	21706	KVAL	Gen	2,815.00
07/09/26	21707	Lighthouse Radio Group	Gen	300.00
07/09/26	21708	Mark Lane	Gen	17.88
07/09/26	21709	SAIF Corporation	Gen	5,791.92
07/09/26	21710	Secretary of State	Gen	400.00
07/09/26	21711	South Coast Development Council	Gen	10,000.00
07/09/26	21712	SDAO	Gen	60,676.00
07/09/26	21713	Stephanie Stroud CPA	Gen	300.00
07/09/26	21714	Streamline	Gen	1,238.00
07/09/26	21715	The Legend	Gen	500.00
07/09/26	21716	Umpqua Valley Financial	Gen	4,000.00
07/09/26	21717	USDA	Gen	902.93
07/09/26	21718	Vend West	Gen	50.00
Total 07/09/26:				109,765.79
07/16/26	21720	Bi-Mart Corporation	Gen	116.92
07/16/26	21721	Cardinal Employment Services	Gen	2,885.46
07/16/26	21722	Douglas Fast Net	Gen	2,053.27
07/16/26	21723	Five Star Airport Alliance	Gen	5,885.00
07/16/26	21724	KEZI	Gen	2,300.00
07/16/26	21725	Oregon Employment Department	Gen	3,156.12
07/16/26	21726	SecureCom Inc	Gen	1,184.32
07/16/26	21727	SDAO	Gen	390.00
Total 07/16/26:				17,971.09

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/23/26	21728	Umpqua Valley Fire Service	BEC	274.00
07/23/26	21729	Salem Fire Alarm	BLM	1,234.00
07/23/26	21730	Ardudda	Const	34,889.25
07/23/26	21731	H3 General Contractors	Const	6,817.00
07/23/26	21732	Ace Hardware	Gen	195.51
07/23/26	21733	AAAE	Gen	325.00
07/23/26	21734	ANE Construction	Gen	2,475.25
07/23/26	21735	Cardinal Employment Services	Gen	1,595.86
07/23/26	21736	Coastal Paper & Supply	Gen	36.84
07/23/26	21737	Comfort Flow Heating	Gen	352.00
07/23/26	21738	Comp-U-Talk	Gen	1,069.71
07/23/26	21739	Coos Head	Gen	1,455.96
07/23/26	21740	Golders Napa	Gen	1,158.44
07/23/26	21741	Hughes Fire Equipment	Gen	198.08
07/23/26	21742	Industrial Source	Gen	303.23
07/23/26	21743	Lawrence Van Hoof	Gen	3,045.00
07/23/26	21744	Perry's Supply	Gen	113.48
07/23/26	21745	Rodger Craddock	Gen	239.90
07/23/26	21746	SeaWestern Fire Fighting Equipment	Gen	175.00
07/23/26	21747	South Coast Office Supply	Gen	253.08
07/23/26	21748	TK Elevator Corporation	Gen	7,492.73
07/23/26	21749	Tom's Lock & Key	Gen	165.00
Total 07/23/26:				63,864.32
Grand Total:				212,206.49

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/01/26	DB20260701	Spectrum	Gen	406.44
07/01/26	DB20260701	Carson Oil	Gen	1,017.25
Total 07/01/26:				1,423.69
07/02/26	DB20260702	Banner Bank	Gen	9,996.70
Total 07/02/26:				9,996.70
07/03/26	DB20260703	North Bend Sanitation	Gen	173.95
07/03/26	DB20260703	North Bend Sanitation	Gen	807.31
07/03/26	DB20260703	North Bend Sanitation	BEC	648.97
07/03/26	DB20260703	North Bend Sanitation	BLM	327.77
07/03/26	DB20260703	North Bend Sanitation	BLM	327.77
Total 07/03/26:				2,285.77
07/06/26	DB20260706	Carson Oil	Gen	1,110.42
07/06/26	DB20260706	U.S. Cellular	Gen	284.30
Total 07/06/26:				1,394.72
07/07/26	DB20260707	NW Natural	Gen	159.17
Total 07/07/26:				159.17
07/09/26	DB20260709	Ziply	Gen	2,688.66
Total 07/09/26:				2,688.66
07/13/26	30023	Everon LLC	Const	53,766.84
Total 7/13/26:				53,766.84
07/15/26	DB20260715	Banner Bank	Gen	146.17
Total 07/15/26:				146.17
07/21/26	DB20260721	Pacific Power	Gen	11,612.99
07/21/26	DB20260721	Pacific Power	BEC	658.01
07/21/26	DB20260721	Pacific Power	BLM	2,995.87
Total 07/21/26:				15,266.87

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/22/26	DB20260722	Pacific Power	Gen	29.20
Total 07/22/26:				29.20
07/28/26	DB20260728	Banner Bank	BLM	44,337.26
07/28/26	DB20260728	Carson Oil	Gen	3,174.35
Total 07/28/26:				47,511.61
07/31/26	DB20260731	Carson Oil	Gen	838.15
Total 07/31/26:				838.15
Grand Total:				135,507.55

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/06/26	DB20260706	Payroll 07/06/2026	Gen	45,239.02
07/06/26	DB20260706	Internal Revenue Service	Gen	15,579.42
07/06/26	DB20260706	Oregon Department of Revenue	Gen	4,443.28
Total 07/06/26:				65,261.72
07/10/26	DB20260710	PERS	Gen	16,061.97
Total 07/10/26:				16,061.97
07/20/26	DB20260420	Payroll 07/20/2026	Gen	35,921.06
07/20/26	DB20260420	Internal Revenue Service	Gen	10,109.32
07/20/26	DB20260420	Oregon Department of Revenue	Gen	2,991.36
Total 07/20/26:				49,021.74
07/27/26	DB20260727	Oregon Department of Revenue	Gen	2,048.55
07/27/26	DB20260727	PERS	Gen	20,944.11
Total 07/27/26:				2,048.55
				20,944.11
Grand Total:				132,393.98

Check Issue Date	Check Number	Payee	Fund	Check Amount
07/01/26	DB20260701	Bankcard Merchant	Gen	277.24
Total 07/01/26:				277.24
07/02/26	DB20260702	Authnet Gateway Billing	Gen	15.00
Total 07/02/26:				15.00
Grand Total:				292.24

COOS COUNTY AIRPORT DISTRICT
PUBLIC INFORMATION OFFICER REPORT

August 14, 2026

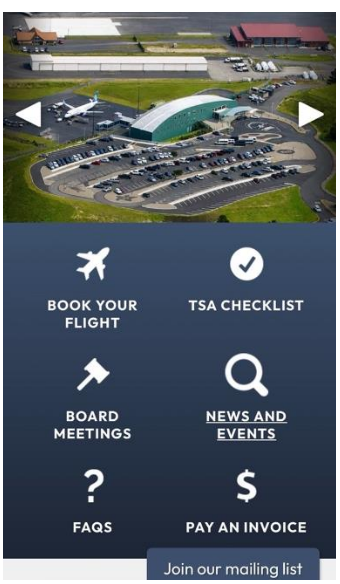
Current Priorities

- Continue adjusting Airport marketing campaigns to support passenger growth, with an increased focus on both the San Francisco and Denver performance.
- Started and continue website review and develop recommendations for improved organization, navigation, and passenger information.
- Started the terminal signage review to improve quality, consistency, wayfinding, and overall presentation.
- Follow up with prospective in-terminal advertisers and update advertisers' video content.
- Use newsletter performance data to improve click-through engagement and calls to action, while maintaining strong open rates.
- Strengthen coordination between digital, social, and traditional media messaging.
- Continue communications with Rotary on Airport Heights Park, grant development, and cost-estimate work with Rotary and project partners.

Marketing & Digital Campaigns

Marketing efforts continue to focus on increasing awareness and passenger traffic through the airport, with particular emphasis on strengthening the San Francisco route while continuing to support Denver service.

Meetings were held with potential marketing partners to review current campaigns, performance, and messaging. Campaigns are focused on converting awareness into passengers. Messaging continues to emphasize the advantages of flying OTH, including convenience, free parking, shorter lines, and the ability to connect nationally and globally from the South Coast.



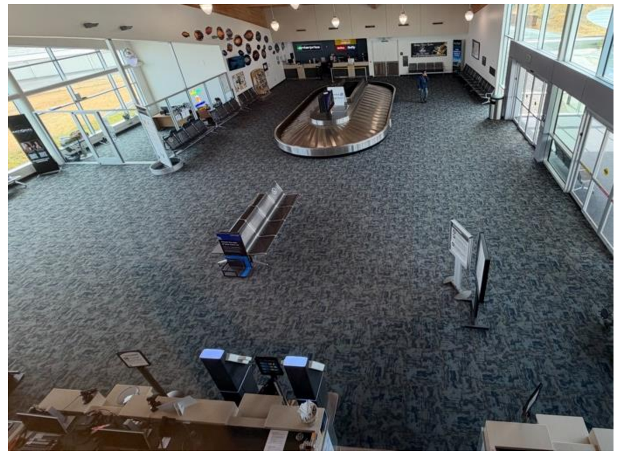
Website Review & Digital Communications

A review of the website has begun. The goal is to update and make it more user-friendly, passenger-focused, and easier to navigate for both passengers and district business.

Initial work is looking at how information is organized, how quickly passengers can find essential travel information, removing outdated information and photos, and where content can be simplified or reorganized. The review is intended to make flight and travel information easier to locate while improving the overall user experience.

Social media content continues to support commercial air service, airport awareness, engagement, and Airport District activities.

In-Terminal Advertising, Signage & Video



Work continues to expand and improve the Airport's in-terminal advertising program. Proposals have been sent to prospective advertising clients, with follow-up underway. Changing out banner stands requires coordination and assistance with current advertisers. This is work-in-progress, but is moving forward slowly but steadily.

Advertising and promotional materials are also being updated for the Airport's video displays. The goal is to keep content current and visually engaging while providing additional opportunities to showcase advertisers, airport amenities, community partners, and tourism destinations.

A review of signage throughout the terminal is also underway with an emphasis on improving quality, consistency and overall appearance. This includes looking at how passenger information, directional signage, Airport messaging and other materials are presented throughout the facility. The goal is to establish a more consistent visual standard that improves wayfinding while creating a more polished and cohesive experience throughout the terminal.

Media & Public Information

Traditional media outreach remains an important part of the Airport District's communication strategy. It is being coordinated with social media and digital marketing efforts to provide consistent messaging across platforms. The airport newsletter provided updates on passenger traffic, commercial air service, Airport projects, and other District activities.

Newsletter Performance

- Sent to 486 recipients
- Achieved a 39.7% open rate, (indicates strong initial engagement & better than average)
    - Suggests the subject line and content were effective in getting recipients to open the email.
- Maintenance includes lowering the Bounce Rate. It is already low, but could be zero.
- Click-through rate (CTR) indicates improvement is needed and could be achieved through a better "call to action."
- Generated interest in interviews with local media, shares by local social media groups, and interest from the public

Airport Heights Park & Community Partnerships

Work continues with the Coos Bay–North Bend Rotary Club and other partners on development of the Airport Heights Park project.

Most recently, representatives participated in a walkthrough of the park with a foundation in connection with a potential significant grant opportunity. The visit

provided an opportunity to discuss the project, review the site, and better understand the information needed to move the grant process forward.

Work is now focused on developing and refining cost estimates that can help determine the scope of improvements that could be completed with grant funding in the initial phase.

The project continues to demonstrate the value of partnerships among the Airport District, Rotary, and community organizations in advancing the park's development.

Additional
The *Visitor and Convention Bureau* board approved the marketing budget, which includes additional promotion of our San Francisco and Denver flights for the upcoming budget year. The airport benefits from additional marketing support through these local Destination Marketing Organizations (DMOs) by increasing awareness of OTH and its nonstop service. Coordination like this extends the reach of existing local campaigns and leverages additional marketing resources to support passenger growth on both routes.

SECTION

II

EXECUTIVE DIRECTOR'S REPORT

COOS COUNTY AIRPORT DISTRICT
EXECUTIVE DIRECTOR'S REPORT

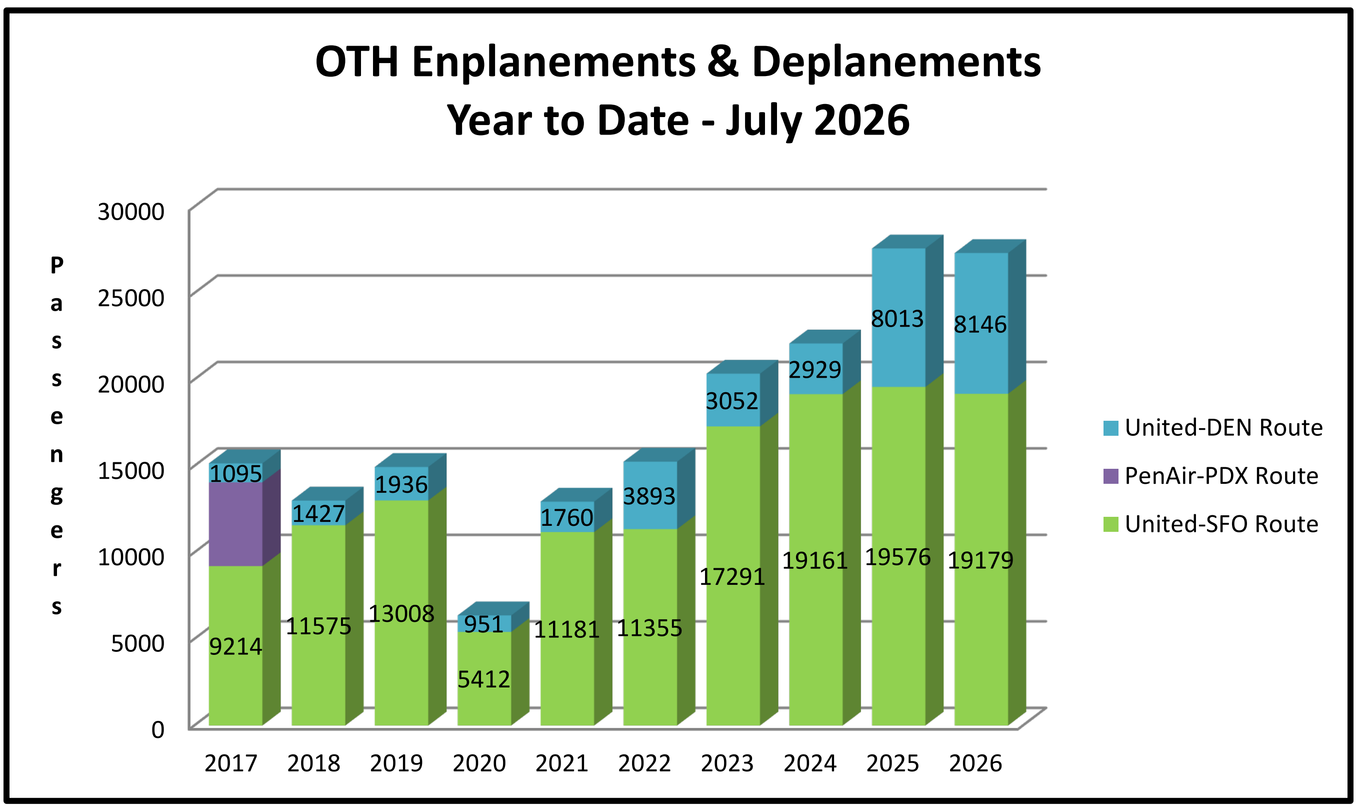
Wednesday, August 19, 2026

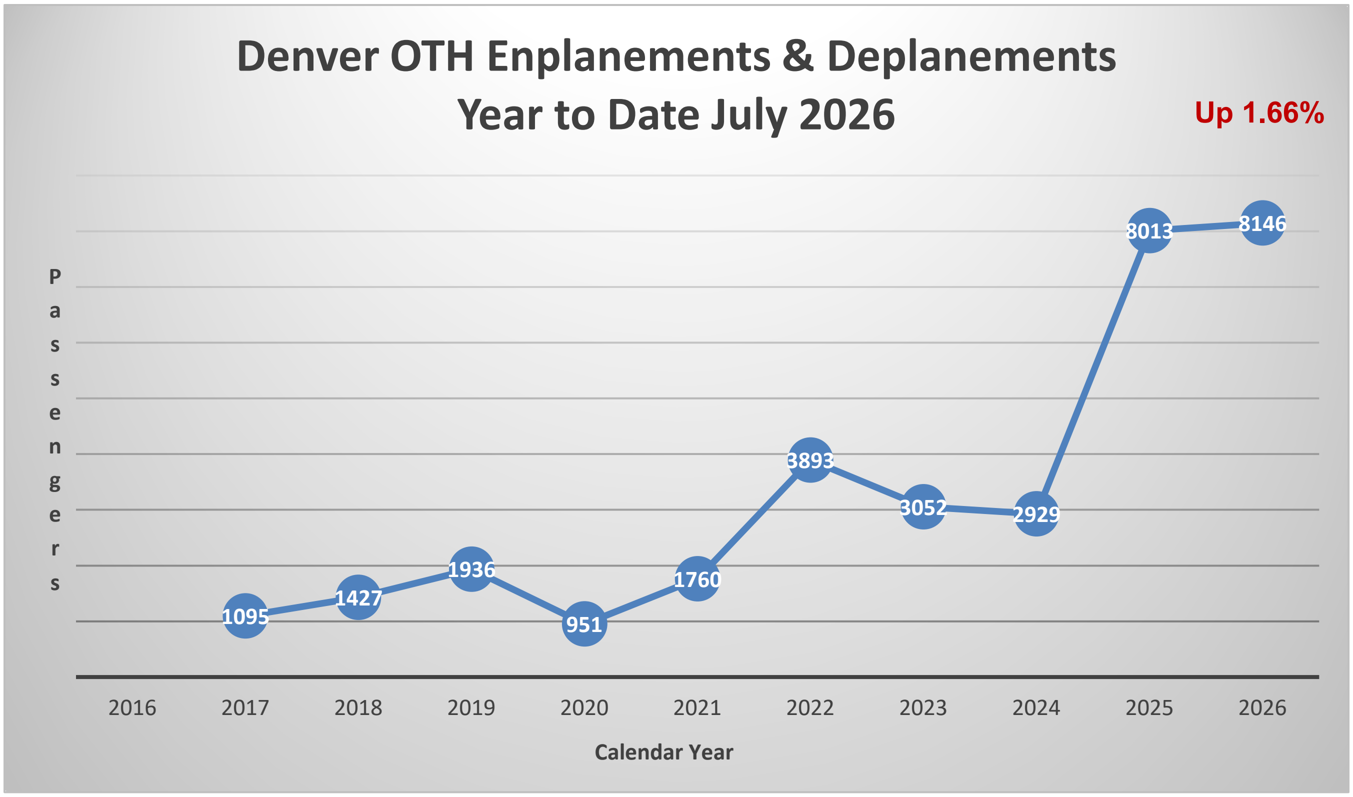
Commercial Passenger Traffic

Passenger activity remained strong during the first seven months of 2026. Southwest Oregon Regional Airport recorded 27,325 combined enplanements and deplanements through July, compared with 27,589 during the same period in 2025. This represents a modest decrease of 264 passengers, or approximately 1%, and appears generally consistent with current national trends.

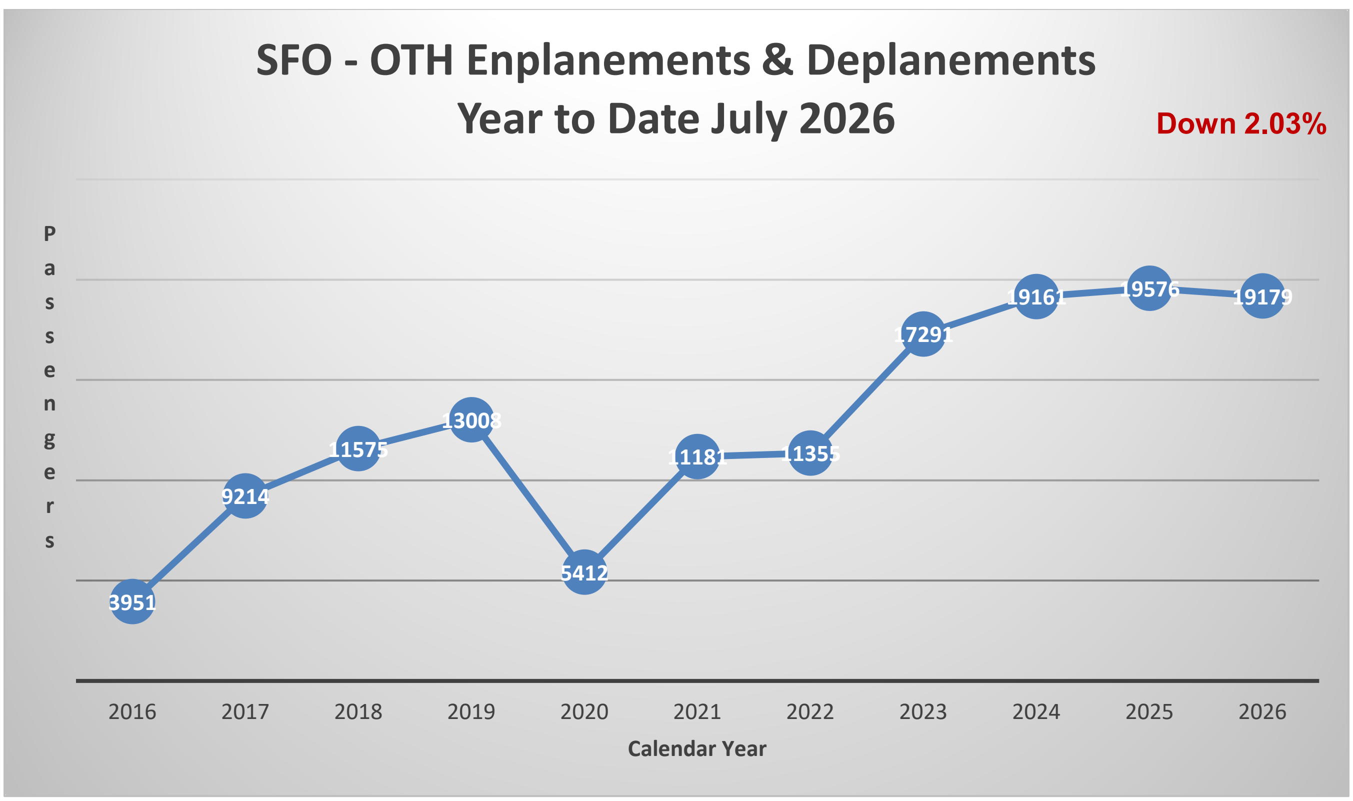
According to the most recent information from the Bureau of Transportation Statistics, U.S. airline traffic in April 2026 was essentially unchanged from April 2025. Seasonally adjusted enplanements were 1.2% below March 2026 and 3.3% below the record level reported in June 2024.

Performance varied between the Airport's two commercial routes. Combined enplanements and deplanements on the Denver route increased by 1.66% through July compared with the same period in 2025, while passenger activity on the San Francisco route decreased by 2.03%.





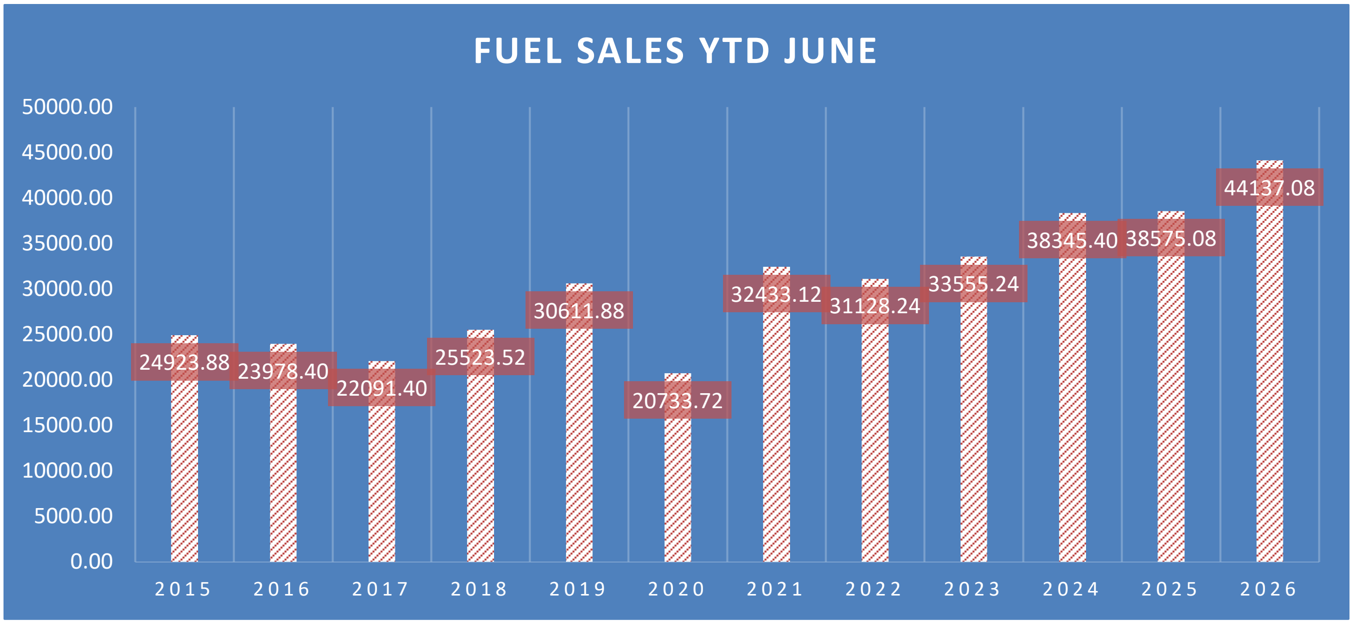
Denver OTH Enplanements & Deplanements
Year to Date July 2026
Up 1.66%
Passengers
1095
1427
1936
951
1760
3893
3052
2929
8013
8146
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
Calendar Year



SFO - OTH Enplanements & Deplanements
Year to Date July 2026
Down 2.03%
Passengers
3951
9214
11575
13008
5412
11181
11355
17291
19161
19576
19179
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
Calendar Year

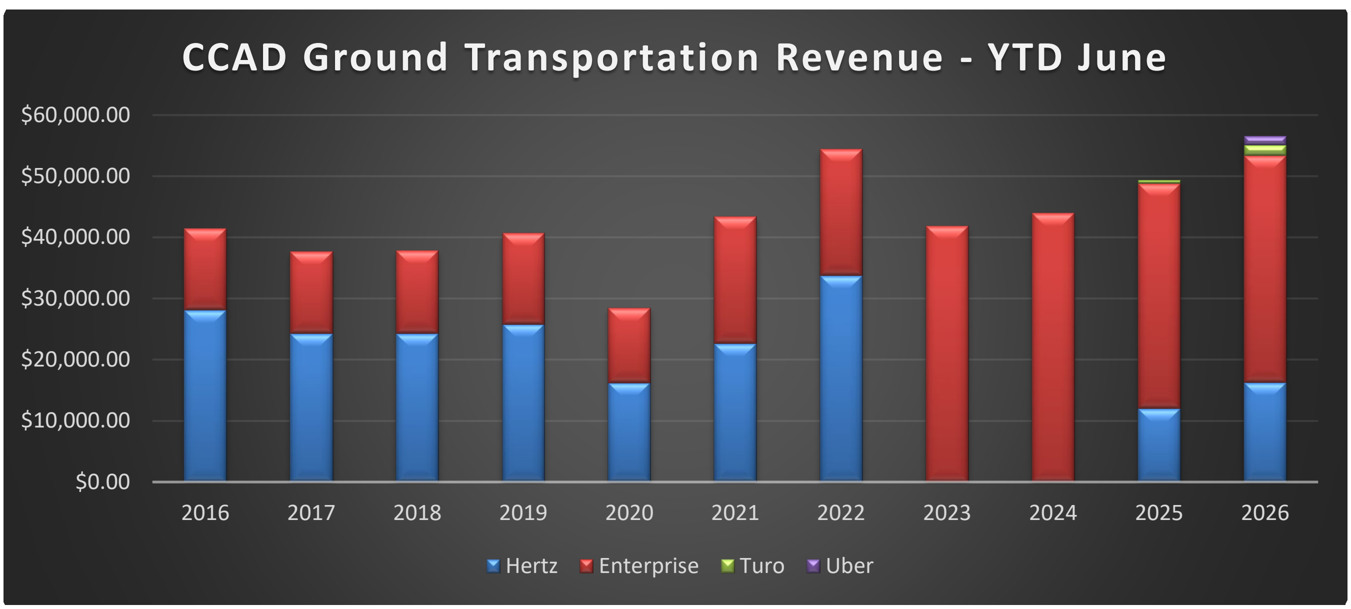
Fuel Sales Revenue

Coos Aviation provides aviation fueling services at Southwest Oregon Regional Airport. Under a Board-established airport use fee, the fuel wholesaler pays the Coos County Airport District $0.12 for each gallon of aviation fuel sold to Coos Aviation. The fuel-related user fee through June 2026 increased by 12.6% compared with the same period in 2025, indicating continued growth in aviation activity at the Airport.



Airport Concession Revenue

Airport concession revenue is generated through fees paid by rental car providers—including Hertz, Enterprise, and Turo—and the rideshare company Uber. During the first six months of 2026, concession revenue increased by 14.66% compared with the same period in 2025.



FAA Visits OTH

The District recently hosted Ryan Zuluaf, Manager of the FAA Airports District Office (ADO); Jared Wingo, Assistant ADO Manager; and Jessica Campoamor, ADO Planner, for a visit to Southwest Oregon Regional Airport.

The visit provided an opportunity for FAA representatives and District staff to tour the Airport and review recently completed projects, proposed improvements, and other matters affecting Airport operations and future development. Topics discussed during the visit included:

- The recently completed Runway 5-23 Runway Safety Area improvement project;
- The proposed commercial apron expansion;
- The pending surplus and transfer of Airport property near the City of North Bend Wastewater Treatment Plant;
- The new general aviation apron;
- The recently completed cargo facility; and
- The condition of the Airport's runway and taxiway pavement

The visit allowed FAA representatives to observe the Airport's facilities and operational needs firsthand while providing District staff with valuable guidance regarding project development, environmental requirements, property matters, and potential federal funding. Maintaining a strong working relationship with the ADO remains important as the District advances its capital improvement priorities.

Business Enterprise Center Roof Maintenance

The Business Enterprise Center (BEC) was constructed in 1980, and the ridge cap along the peak of its metal roof now requires replacement. Anticipating this need, the District included funding for the project in its fiscal year ending 2027 budget.

Staff contacted three local contractors to solicit bids for the work but received only one responsive bid. Corey Stemmerman Construction submitted a bid of approximately $16,000 and has been contracted to complete the ridge-cap replacement before the rainy season begins this fall.

Building Maintenance – BLM Office Facility

Staff originally planned to repaint the south side (rear) of the Bureau of Land Management office building as part of the Airport's ongoing facility maintenance program. After examining the siding, however, staff determined that portions of the original wood siding, installed when the building was constructed in the 1980s, had deteriorated beyond repair and required replacement.

As a result, the project scope was expanded to include removal of the existing siding and inspection of the underlying wall structure for signs of water intrusion or structural damage. Fortunately, while the siding had reached the end of its useful life, very little rot or deterioration was discovered in the underlying sheathing and wall framing, minimizing the need for structural repairs.

The majority of the siding has been replaced, and the remaining siding work is expected to be finished by the end of August, with painting anticipated to be completed by early September. The new Hardie® fiber-cement siding will provide a substantially more durable and weather-resistant exterior, protect the facility for many years, and reduce future maintenance requirements. On the right is a picture of one of the resided areas. The lower portion has already been painted.

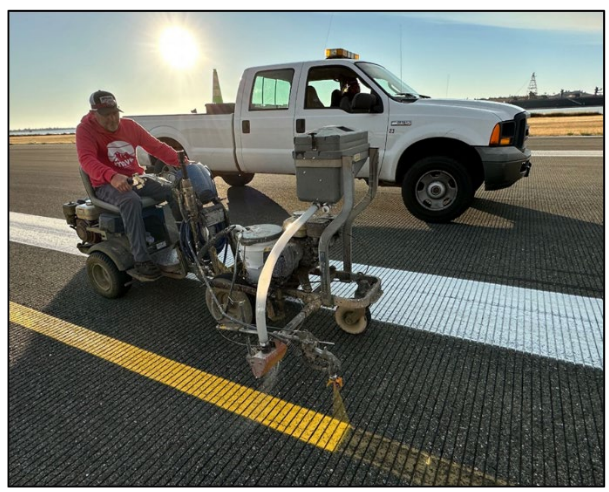
Upcoming Window Replacement Project

As part of the District’s fiscal year 2026–2027 Capital Improvement Program, the District will replace 10 first-floor windows and one overhead door at the District-owned facility leased to the Oregon State Police (OSP). A number of the existing windows have reached the end of their useful life and show signs of age and deterioration. The overhead door also requires replacement to ensure its continued reliability, functionality, and security.

O’Neill’s Overhead Doors has been contracted to replace the overhead door for $6,500. Because the replacement door will be automated, the District will incur an additional cost to install the necessary electrical outlet. ANE Construction LLC has been contracted to replace the 10 windows for $9,956.32. The combined contracted cost of the window and overhead-door replacements is $16,456.32, excluding the electrical work, which is well below the amount anticipated in the approved budget.

As the facility's owner, the District is responsible for maintaining the building in a safe, functional, and professional condition. These improvements represent a continued investment in preserving District infrastructure, reducing future maintenance needs, and providing quality facilities for District tenants.

Annual Pavement Marking Maintenance



As a Part 139 certificated airport, Southwest Oregon Regional Airport must maintain runway markings in accordance with FAA standards so they remain properly configured, visible, reflective, and free of hazards. These requirements are essential to ensure safe and efficient aircraft operations in all weather and lighting conditions. This year’s maintenance includes repainting the Runway 5-23 lead-in lines and Runway 13-31 chevrons, beginning next week as part of the airport’s ongoing safety and upkeep program. Work will be completed on one runway at a time, with the affected runway generally closed from 4:00 p.m. until 1:00 a.m. for painting and drying. The other runway will remain available for aircraft operations, and airport staff will coordinate closely with users to minimize operational impacts and ensure a smooth transition between work periods.

SECTION

III

ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 19, 2026

SUBJECT: Engaging Outer Limits for Wildfire Fuel-Reduction Work

BACKGROUND:

Over the past several months, the Coos County Airport District ("District") and the City of North Bend ("City") have worked cooperatively to reduce wildfire hazards on and around District property. Using funding received through a wildfire-mitigation grant, the City contracted with Outer Limits to reduce the amount of Scotch broom from several areas of District-owned property.

It is estimated that more than 700 cubic yards of Scotch broom were removed and incinerated through that effort. The completed work resulted in a significant, highly visible reduction in vegetation and wildfire fuel loads around District facilities and other public infrastructure.

Because of the area's high winds and sandy soils, a number of trees have fallen on District property over the years. Many of these fallen trees have remained on the ground within wooded areas, where they contribute to the accumulation of combustible materials and increase the potential intensity of a wildfire.

PROPOSED WORK:

Outer Limits ("Contractor") has submitted a quote for $24,500 to mechanically grind and mulch brush, fallen trees, and other woody debris into chips or chunks within designated areas of District property. The proposed work includes areas near the former dog park, behind the BLM facility, and along Colorado Avenue, as identified in the Contractor's proposal.

Grinding and mulching the material would reduce the amount of concentrated woody fuel on District property. Leaving the ground and mulched material in place would also provide beneficial ground cover, help retain soil moisture, and potentially reduce the reestablishment of Scotch broom and other invasive vegetation.

FISCAL IMPACT:

Funding is available within the District's adopted budget for this work.

LEGAL CONSIDERATION:

Legal counsel has reviewed this report and the requested action.

RECOMMENDATION:

Staff recommends that the Board authorize the Executive Director to contract with Outer Limits for the proposed mechanical grinding and mulching work. The project would build upon the wildfire-mitigation work already completed, reduce the accumulation of combustible vegetation and woody debris and decrease fire danger, and improve the overall safety and condition of District property.

PROPOSED MOTION:

I move to authorize the Executive Director to enter into a contract with Outer Limits for the mechanical grinding and mulching of brush, fallen trees, and other woody debris on District property, in accordance with the submitted quote and subject to compliance with all applicable contracting requirements.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 19, 2026

SUBJECT: Terminal Roof Assessment and Future Reroofing Project

BACKGROUND:

The Southwest Oregon Regional Airport terminal building was completed in 2008, and its current roof is the original roofing system. The District has been planning to reroof the terminal during the next construction year as part of its ongoing responsibility to protect and preserve this important public asset.

During preliminary discussions, the project team identified the possibility that the existing roof may be suitable for a roof recover - installation of a new membrane system over all or portions of the existing roof assembly - rather than complete removal and replacement. If technically appropriate, a recover approach could reduce project cost, construction time, disruption to terminal operations, and the amount of roofing material sent to disposal.

Before selecting an approach, staff recommends evaluating the existing roof assembly and moisture conditions. The evaluation would be completed this year by a specialized building-envelope consultant in coordination with HGE Architects. The resulting report would provide the technical basis for HGE to complete the design, bidding, and construction-phase services for the project anticipated next year.

PROPOSED EVALUATION AND DESIGN APPROACH:

The terminal contains three roof areas totaling approximately 15,000 square feet. Wetherholt and Associates would perform the specialized investigation, while HGE would review the findings and incorporate the selected reroofing strategy into the project documents. Staff is proposing the following process to evaluate the approach:

- Conduct a kickoff meeting with District staff and HGE and review the original construction or as-built drawings.

- Perform an on-site roof scoping study using infrared and/or electrical-impedance moisture scanning. The roof must be dry following at least one day of sunny weather; an infrared scan may require evening access.

- Take roof core samples and install temporarily patching to confirm roof composition and validate moisture-scan findings.

- Obtain limited asbestos sampling of the roof assembly, if needed, using an AHERA-certified building inspector and laboratory analysis.

- Prepare a written report documenting roof conditions, scan results, drainage or special-detailing needs, and a recommendation to recover or replace the existing roof assembly.

- Use the findings to complete architectural plans and specifications, permitting and bidding support, and construction-phase services for next year's project.

PROFESSIONAL SERVICES PROPOSALS:

Consultant / Phase	Scope	Timing	Estimated Fee
Wetherholt and Associates	Roof scoping study and report	This year	$13,500
HGE - Preliminary Design	Site observation, coordination, and review	This year	$4,500
HGE - Construction Documents	Plans and specifications	Next year	$8,500
HGE - Bidding / Permitting	Bid and permit-phase support	Next year	$5,500
HGE - Construction Phase	Approximately two months at five hours per week	Next year	$9,000

Combined estimated professional services: $41,000

FISCAL IMPACT:

Approximately $18,000 of the professional services is associated with this year's evaluation and preliminary-design work. The remaining $23,000 is associated with next year's construction documents, permitting and bidding, and construction-phase services. Both proposals are based on time and expense. Wetherholt indicates that it will seek authorization before exceeding its estimated budget. HGE's fee estimate excludes potential outside-consultant costs, which would be billed at actual cost plus 10%, and reimbursable expenses, which would be billed at cost plus 10%.

The $41,000 professional-services estimate does not include the cost of roof construction, hazardous-material mitigation beyond limited roof sampling, cost estimating, or specialized performance testing. A construction estimate and recommended project approach will be developed after the evaluation and design are sufficiently complete. The construction contract and associated funding will be brought to the Board separately.

LEGAL CONSIDERATION:

Legal counsel has reviewed this report and the requested action.

RECOMMENDATION:

Staff recommends that the Board authorize the Executive Director to execute professional services agreements with Wetherholt and Associates, Inc. for a roof scoping study and with HGE Architects, Inc. for architectural services associated with the Terminal Roof Assessment and Reroofing Project, with a combined initial authorization not to exceed $41,000 without further Board approval, subject to available budget authority.

PROPOSED MOTION:

Move to authorize the Executive Director to execute agreements with Wetherholt and Associates, Inc. and HGE Architects, Inc. for the Terminal Roof Assessment and Reroofing Project, with a combined initial authorization not to exceed $41,000 without further Board approval, subject to available budget authority.

ATTACHMENTS:

Wetherholt and Associates, Inc. Roof Scoping Study Services Proposal dated July 27, 2026
HGE Architects, Inc. Fee Proposal Letter dated August 11, 2026

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 19, 2026

SUBJECT: Resolution 2026-08-01 - Intra-Fund Transfer within the BEC Fund

BACKGROUND:

On June 17, 2026, the Coos County Airport District Board of Commissioners adopted the District's fiscal year 2026–2027 budget through Resolution 2026-06-02.

The approved budget anticipated the replacement of the metal roof ridge cap as a capital improvement project within the Business Enterprise Center ("BEC") Fund. Following adoption of the budget, staff obtained a recent bid for this work, and the actual cost of the capital improvement exceeds the amount originally anticipated and budgeted.

At this time, staff has not identified additional specific Capital Outlay expenditures beyond the roof ridge cap project. However, given that the BEC building is 46 years old, staff believes it is prudent to maintain additional budget capacity to address future capital needs should they arise. Accordingly, Capital Outlay expenditures are now expected to total approximately $20,000, compared with the adopted appropriation of $12,000. As a result, an additional appropriation of $8,000 is needed to ensure sufficient budget authority to meet both the District's current and potential future capital requirements.

The BEC Fund has sufficient appropriation available in the Transfer to Building Reserve category to cover the additional Capital Outlay expenditures. Staff therefore proposes transferring $8,000 from the Transfer to Building Reserve category to the Capital Outlay category. The proposed transfer will not change the BEC Fund's total appropriation.

PROPOSED APPROPRIATION TRANSFER:

BEC FUND APPROPRIATION CATEGORY	FROM	TO
Transfers to Building Reserve	$8,000.00	
Capital Outlay		$8,000.00
Total appropriation transfer for the 2026/2027 fiscal year	$8,000.00	$8,000.00

FISCAL IMPACT:

The proposed action transfers existing appropriation authority within the BEC Fund and does not increase the District's overall fiscal year 2026–2027 budget. Following the transfer, the Capital Outlay appropriation will increase from $12,000 to $20,000, while the Transfer to Building Reserve appropriation will decrease by an equal amount.

LEGAL CONSIDERATION:

ORS 294.463(1) permits the governing body of a municipal corporation to transfer appropriations within a fund by ordinance or resolution. The resolution must state the need for the transfer, the purpose of the authorized expenditure, and the amount transferred.

Resolution 2026-08-01 identifies the need for the additional Capital Outlay appropriation, states the purpose of the expenditure, and specifies the amount to be transferred. The reduction and increase are equal, leaving the total appropriation of the BEC Fund unchanged.

RECOMMENDATION:

Staff recommends that the Board adopt Resolution 2026-08-01 authorizing an $8,000 intra-fund appropriation transfer within the BEC Fund.

PROPOSED MOTION:

I move to adopt Resolution 2026-08-01, authorizing the transfer of $8,000 from the Transfer to Building Reserve appropriation category to the Capital Outlay appropriation category within the BEC Fund for fiscal year 2026–2027.

ATTACHMENT:

RESOLUTION 2026-08-01

COOS COUNTY AIRPORT DISTRICT

A Resolution Amending the 2026-2027 Fiscal Budget of the Coos County Airport District through an Intra-Fund Transfer within the BEC Fund	Resolution 2026-08-01

WHEREAS, pursuant to Resolution 2026-06-02 the Coos County Airport District Board of Commissioners approved a budget for fiscal year 2026/2027; and

WHEREAS, following adoption of the budget, the District identified unanticipated Capital Outlay expenditures within the BEC Fund; and

WHEREAS, Capital Outlay expenditures within the BEC Fund are expected to total $20,000, compared with the budgeted appropriation of $12,000, resulting in an additional appropriation need of $8,000; and

WHEREAS, the BEC Fund includes sufficient appropriation in the Transfer to Building Reserve category to fund the additional Capital Outlay expenditures; and

WHEREAS, ORS 294.463(1) authorizes the governing body of a municipal corporation, by resolution, to transfer appropriations within a fund when the resolution states the need for the transfer, the purpose of the authorized expenditure, and the amount transferred; and

WHEREAS, the Board finds that an $8,000 transfer is needed to fund unanticipated Capital Outlay expenditures and fulfill the District's anticipated and existing financial commitments within the BEC Fund; and

WHEREAS, the transfer within the BEC Fund shall be made as follows:

BEC FUND APPROPRIATION CATEGORY	FROM	TO
Transfers to Building Reserve	$8,000.00	
Capital Outlay		$8,000.00
Total appropriation transfer for the 2026/2027 fiscal year	$8,000.00	$8,000.00

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Coos County Airport District hereby authorizes the $8,000 intra-fund appropriation transfer within the BEC Fund as set forth above. The total appropriation of the BEC Fund remains unchanged.

APPROVED and ADOPTED by the Coos County Airport District Board of Commissioners this 19th day of August 2026.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: August 19, 2026

SUBJECT: Commercial Apron Expansion—Ardurra Task Order 26-03

BACKGROUND:

The airport terminal and commercial apron were constructed in 2006 and designed to accommodate the commercial aircraft serving the airport at that time. The apron could accommodate two Dash 8-200 or two CRJ-200 aircraft simultaneously.

Over time, the aircraft serving the airport have increased in size. The Embraer E175 is now the primary commercial aircraft serving Southwest Oregon Regional Airport. Due to its larger size and required wingtip clearances, the existing apron can generally accommodate only one E175 at a time.

Commercial flight schedules currently overlap approximately two to three times each week. When an aircraft occupies the apron, a second arriving aircraft may be required to wait until the first aircraft departs and the apron becomes available. On occasion, this delay can approach one hour. In addition to inconveniencing passengers, these delays affect airline operations and demonstrate that the existing commercial apron no longer adequately meets the airport's operational needs.

The proposed project would expand the commercial apron onto approximately 1.4 acres of currently undeveloped property adjacent to the existing apron. The project would also include the utilities and stormwater management infrastructure necessary to support the expanded apron. Once completed, the expansion would allow the airport to accommodate overlapping commercial aircraft operations more safely and efficiently.

FAA Capital Improvement Plan

Based on discussions with representatives of the Federal Aviation Administration (FAA), the commercial apron expansion project has been included in the airport's Capital Improvement Plan for potential federal funding in 2027.

During those discussions, FAA representatives advised the District that the project must be sufficiently developed before the District can submit an Airport Improvement Program grant application in early 2027. This preliminary work includes project design and the completion of the required environmental, archaeological, and historic-resource reviews.

Completing this work in advance does not guarantee that the FAA will award a construction grant. It will, however, position the District to submit a grant application and allow the FAA to consider the project for funding during the 2027 grant cycle.

<u>Proposed Scope of Services</u>

Ardurra Group, Inc., the District's engineer of record, has provided Task Order 26-03 to complete the archaeological, historic, and environmental work required for the proposed project. The task order includes the following services:

Task 1—Archaeological Survey and Report: $12,500

Ardurra will retain Cannon Heritage Consultants to conduct an archaeological survey within the project's Area of Potential Effects. This work includes:

Preparation of an archaeological research design and work plan;

- Acquisition of the required Oregon archaeological permit;
- Background research using Oregon State Historic Preservation Office records;
- Assistance supporting the FAA's Native American consultation responsibilities;
- An archaeological field inventory, including subsurface shovel test pits; and
- Preparation for an Archaeological Historic Survey Report.

The report will document the survey findings and support the FAA's review under Section 106 of the National Historic Preservation Act, including consultation with the Oregon State Historic Preservation Office and Tribal Historic Preservation Officers.

Task 2—Documented Categorical Exclusion: $8,500

Ardurra will prepare a FAA Northwest Mountain Region Documented Categorical Exclusion checklist in accordance with applicable FAA environmental orders. This work includes:

Developing the project description;

- Preparing the project's purpose and need statements;
- Conducting environmental research for the proposed expansion area;
- Evaluating potential environmental impacts;
- Preparing supporting maps and figures;
- Coordinating review with District staff and the FAA; and
- Addressing up to two rounds of review comments.

The final deliverables will include an Archaeological Historic Survey Report and a Final Documented Categorical Exclusion submitted to the District and the FAA.

<u>Project Limitations</u>

The task order assumes that the appropriate level of review under the National Environmental Policy Act is a Documented Categorical Exclusion. If the FAA determines that a higher level of environmental review is required, or if additional biological or environmental studies become necessary, a supplemental scope of work and additional funding may be required.

The task order is limited to the commercial apron expansion project and does not include environmental review of other proposed airport development projects.

FISCAL IMPACT:

The total cost of Ardurra Task Order 26-03 is $21,000. The District will initially fund the cost of this preliminary work. If the District is successful in obtaining an FAA grant for the commercial apron expansion project, these project-development expenses are expected to be eligible for reimbursement at a rate of at least 93%, subject to FAA review and approval. Based on the current task-order amount, the anticipated federal reimbursement would be at least $19,530, leaving a District share of no more than approximately $1,470.

These costs are necessary to position the project for potential FAA grant funding in 2027. Construction costs and any additional design, environmental, permitting, or FAA-required services are not included in this task order.

LEGAL CONSIDERATION:

Ardurra is the District's engineer of record, and the proposed services will be performed under the existing Master Professional Services Agreement between the Coos County Airport District and Ardurra Group, Inc. Task Order 26-03 incorporates the terms and conditions of that agreement.

PROJECT AUTHORIZATION:

Because of the limited time available to complete the required archaeological, historic, and environmental work before the 2027 FAA grant application period, the Executive Director authorized Task Order 26-03 so Ardurra could begin the work without delay. Timely completion of these preliminary requirements is necessary to keep the project moving forward and position the District to meet applicable FAA grant-program deadlines.

The task order is now being presented to the Board for formal ratification.

RECOMMENDATION:

Staff recommends that the Board ratify the Executive Director's authorization of Ardurra Task Order 26-03 in the amount of $21,000. Ratification will confirm the District's authorization of the archaeological, historic, and environmental services necessary to advance the commercial apron expansion project and position the District to apply for potential FAA grant funding in early 2027.

PROPOSED MOTION:

I move to ratify the Executive Director's authorization of Ardurra Task Order 26-03 not to exceed $21,000 for archaeological, historic, and environmental services associated with the Southwest Oregon Regional Airport commercial apron expansion project.

ATTACHMENT:

Ardurra Task Order 26-03