

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, April 24, 2025 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER

## INTRODUCTIONS

### SECTION 1 - CONSENT CALENDAR:

March 27, 2025 Board Meeting Minutes	3-5
Financial Report / Check Register	6-12
Maintenance / Operations Report	13-14
Public Relations / Communications Report	15-16

### SECTION 2 - EXECUTIVE DIRECTOR REPORT:

19-22

### SECTION 3 - ACTION ITEMS:

Award Concourse CIP Construction Contract	25-26
Acceptance of COAR Grant	27
Ratify Tractor Purchase	28

## PUBLIC COMMENTS

## CHAIRMAN & COMMISSIONER COMMENTS

First Budget Meeting – May 14, 2025  
Next Regular Board Meeting - May 22, 2025

SECTION



CONSENT  
CALENDAR

# Coos County Airport District

## Regular Board Meeting

March 27, 2025

*Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, March 27, 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 (Zoom)

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

#### Absent

Brent Pahls, Commissioner

#### Counsel Present

Melissa Cribbins

#### Staff Present

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

#### Media and Guests Present

John Meynink; Ken Bonetti; Steve Schneiderman; Ariann Lyons; Mike Collins

**Virtual Attendees:** Andrew Schneider; Taryn Owens; Tommy Solomon; Samantha Oswald; Janice Langlinais; Linnea Kirchner; Marie Simonds

### HONORING FORMER AIRPORT DIRECTOR COOK

Prior to consideration of the Consent Calendar, Chairman Bell requested a moment of silence in honor of the airport's former Executive Director of 14 years, Theresa Cook. He then invited those present to make a statement regarding Theresa's legacy. Attendees shared their memories and appreciation for her dedication and service.

## SECTION 1: CONSENT CALENDAR

### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) the Consent Calendar from February 2025 was unanimously approved.

*Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye*

## SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock discussed the positive trend in airport deployments, with a significant increase expected this year due to the addition of daily service to Denver beginning in May. Craddock also shared positive feedback from his conversations with airlines about potential new routes, particularly Southern destinations and Portland. However, he also highlighted the issue of parking, especially with the expected increase in flights. To address this, Craddock proposed expanding the parking lot by adding two new rows on either side of the existing lot, with car rentals and employee parking being moved to one of the new rows. The plan also includes considering long-term parking on the outer edge of the parking lot.

The Director next discussed the airport's financial situation, highlighting that the District has \$17M worth of projects but only \$10M in grants. The cargo facility project came in a million dollars over budget, and they have limited grant dollars for the concourse project. Craddock suggested financing the remaining \$4.1M through debt, with discussions underway with Banner Bank. In recognition of the Board's previous concern over the District having its accounts spread over multiple banks, some of which earned little in the way of interest, Banner Bank also proposed setting up a sweep account to make better use of the District's funds. Craddock suggested that the Board hold off on awarding the concourse contract until the loan documents are refined and approved by the board.

Craddock also discussed the options for the concourse project, including a base bid and alternative bids for ceiling finishes, lights, floor finishes, and exterior panel replacements. He expressed concerns about the cost of the project and suggested that the base bid and ceiling finishes would be the most appropriate options. It was also mentioned that the possibility of adding artwork on the walls as an additional amenity that could be considered. An access road and staging area were recently completed that will allow access to the work site and minimize disruptions to other airport operations.

Finally, Director Craddock provided a brief overview of the upcoming Action Items that the Board would be presented with later in the meeting. Among these was adoption of a master plan for the Airport Heights Park design. Zoom attendees from Ground Workshop were then invited to present information about the plan being presented.

## GROUND WORKSHOP PRESENTATION

Andrew Schneider of Ground Workshop presented a high-level overview of a year-long project involving the Rotary Club, Ground Workshop, CCAD, and the community. The project is at the end of its master plan or concept design process. The process involved research and analysis, preliminary concept development, and feedback from the community. The project aims to reinvigorate Airport Heights Park, supplement the local park system, meet community needs, pursue sustainable approaches, and honor the place's uniqueness.

## SECTION 3: ACTION ITEMS

### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Airport Heights Park Master Plan was unanimously adopted.

*Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye*

### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the board voted to approve the purchase of the John Deere 5095 utility tractor and bucket for a cost not to exceed \$92,157.84.

*Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye*

### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the board voted to approve awarding the Elevator and Escalator Preventative Maintenance and Repair Services contract to TK Elevator.

*Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye*

### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the peer-to-peer vehicle sharing agreement with TURO was unanimously approved.

*Bell: Aye; Benetti: Aye; Brainard: Aye; McKeown: Aye*

## PUBLIC COMMENTS

John Meynink and Ken Bonetti both expressed their appreciation for the Park Plan that was presented and expressed their condolences to Theresa Cook's family.

## COMMISSIONER COMMENTS

Vice Chair Benetti expressed his appreciation for all the partnerships the District enjoys, with organizations such as TSOC, OCVA, and VCB who help promote the Airport.

Commissioner Brainard expressed his thanks to Rotary for their support of the Park Project, as well as the District's PIO, who always keeps the community up to date with Airport news.

Commissioner McKeown noted how exciting it was to hear about the potential changes coming to the Airport, and noted that these changes gave her hope of a bright future for the community.

## Meeting adjourned to Executive Session at 08:45 a.m.

No additional action was taken after the Executive Session, and meeting was adjourned at 9:00 a.m.

**Coos County Airport District  
Agenda Staff Report**

TO: Jason Bell, Chair; District Commissioners  
 FROM: Finance Manager Office  
 THROUGH: Rodger Craddock, Executive Director March  
 ISSUE: 2025 Monthly Financial Reports

The report below reflects a total combined cash of \$5,845,131 of which \$3,177,435 is unrestricted and available cash across all accounts. The Balance Sheet shows beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what remained as fund balance for each major fund. The Fund Summary shows revenues and expenditures for current period, fiscal year-to-date, and adopted budget amounts for each major fund.

Umpqua Checking	Sweep/AP Checking	Checks current/prior month expenses	481,145
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	389,422
Payroll Checking	Sweep	Checks current/prior month expenses	98,908
PFC Checking	Unallocated/Restricted	Passenger Facility Charges	49,730
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,317
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	269,221
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,066,576
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	2,485,812
<b>Total Cash on Hand</b>			<b>\$ 5,845,131</b>
Less LGIP Reserve	Reserve	Restricted Fund Use	(2,066,576)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(250,000)
Less Construction Fund	Construction Fund	Future Projects	(48,519)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	-
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	-
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(46,342)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(42,149)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(194,110)
<b>Total Unrestricted Funds</b>			<b>\$ 3,177,435</b>

Fund	Beginning Fund Balance 07/01/24	(Used) Earned	Ending Fund Balance 02/28/25
General Fund	\$ 4,043,003	(116,719)	4,187,138
Construction Fund	\$ 74,742	(171,829)	97,176
PFC Fund	\$ 17,168	8,788	80,344
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	28,947	346,915
DHS Fund	\$ 618,930	118,728	456,882
BEC Fund	\$ 135,614	4,541	130,974
Building Reserve Fund	\$ 780,078	4,879	824,134

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/01/25	20395	Superior Construction Consulting Services	Const	4,400.00
Total 03/01/25:				4,400.00
03/05/25	20396	Shinglehouse Sawmill	BLM	500.00
Total 03/05/25:				500.00
03/06/25	20397	Coos Bay North Bend Water	BEC	146.94
03/06/25	20398	Coos Bay North Bend Water	BLM	507.49
03/06/25	20399	Ziplay Fiber	BLM	181.07
03/06/25	20400	Oregon Pacific Bank	DHS	11,585.21
03/06/25	20401	Ziplay Fiber	DHS	99.76
03/06/25	20402	American Family Life Assurance Co	Gen	118.82
03/06/25	20403	Coos Bay North Bend Water	Gen	1,309.97
03/06/25	20404	Douglas Fast Net	Gen	166.11
03/06/25	20405	Five Star Airport Alliance	Gen	6,194.53
03/06/25	20406	Lincoln Financial	Gen	275.00
03/06/25	20407	Melissa Cribbins Attorney at Law PC	Gen	3,200.00
03/06/25	20408	Special Districts Association of Oregon	Gen	26,547.00
03/06/25	20409	Stephanie Stroud CPA LLC	Gen	300.00
03/06/25	20410	Streamline	Gen	800.00
03/06/25	20411	Ziplay Fiber	Gen	262.42
03/06/25	20412	Ziplay Fiber	Gen	270.00
Total 03/06/25:				51,964.32
03/12/25	20413	Country Media Inc	Gen	311.61
03/12/25	20414	Ziplay Fiber	Gen	450.00
03/12/25	20415	Ziplay Fiber	Gen	270.00
03/12/25	20416	SAIF Corporation	Gen	982.95
03/12/25	20417	Oregon Department of Aviation	Gen	150.00
03/12/25	20418	Tri-County Plumbing	Gen	512.00
03/12/25	20419	Umpqua Valley Financial LLC	Gen	2,500.00
03/12/25	20420	Travis Mickelson	Gen	148.00
03/12/25	20421	Pacific Power	Const	57,868.00
03/12/25	20422	Comp U Talk	Gen	532.50
03/12/25	20423	Clean Rivers Erosion Control	Gen	3,776.67
03/12/25	20424	Bi-Mart Corporation	Gen	101.70
03/12/25	20425	KVAL	Gen	1,469.86
03/12/25	20426	Ziplay Fiber	Gen	70.50
03/12/25	20427	Ziplay Fiber	Gen	492.11
03/12/25	20428	Ziplay Fiber	Gen	381.10
Total 03/12/25:				70,017.00
03/13/25	20429	Cardmember Services	Gen	7,281.95
03/13/25	20430	Sam Eley	Gen	450.07

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/13/25	20431	North Bend Sanitation	Gen	733.81
Total 03/13/25:				8,465.83
03/14/25	20432	Superior Construction Consulting Services	Const	4,400.00
Total 03/14/25:				4,400.00
03/18/25	20433	Coos Head Builders Supply	Gen	670.86
03/18/25	20434	Coos Head Builders Supply	BLM	29.43
Total 03/18/25:				700.29
03/24/25	20435	Lincoln Financial	Gen	275.00
Total 03/24/25:				275.00
03/27/25	20436	Ardurra	Const	46,694.55
03/27/25	20437	Ace Hardware	Gen	205.25
03/27/25	20438	Bayshore Paints	Gen	114.00
03/27/25	20439	C-N-B Security Inc	Gen	600.00
03/27/25	20440	Coastal Paper & Supply	BEC	76.97
03/27/25	20441	Coastal Paper & Supply	Gen	26.26
03/27/25	20442	Coastal Paper & Supply	Gen	632.77
03/27/25	20443	Comfort Flow Heating	Gen	5,306.66
03/27/25	20444	Farr's True Value Hardware	BEC	376.77
03/27/25	20445	Farr's True Value Hardware	Gen	107.83
03/27/25	20446	HGE Architects, Inc	Gen	1,865.25
03/27/25	20447	KEZI	Gen	1,170.00
03/27/25	20448	Lighthouse Radio Group	Gen	300.00
03/27/25	20449	Oil Changer	Gen	203.22
03/27/25	20450	Peterson Machinery Co	Gen	416.50
03/27/25	20451	McCowan Clinical Laboratory	Gen	1,880.00
03/27/25	20452	Stan Lea Electrical	Gen	11,335.06
03/27/25	20453	Perry's Supply	Gen	266.35
Total 03/27/25:				71,577.44
03/28/25	20454	Standard Insurance Company	Gen	1,036.92
03/28/25	20455	Farrellgas	Gen	443.45
03/28/25	20456	Platt Electric	Gen	56.74
03/28/25	20457	Golders Napa	Gen	82.03
03/28/25	20458	The Helpful Herring	Gen	855.00
03/28/25	20459	Oregon Pacific Company	Gen	141.53
03/28/25	20460	Vend West Services Inc	Gen	10.00
03/28/25	20461	Kyle Electric Inc	DHS	1,898.25



Check Issue Date	Check Number	Payee	Fund	Check Amount
03/28/25	20462	Oregon Tool & Supply	DHS	19.95
Total 03/28/25:				<u>4,543.87</u>
03/01/25	20463	Vend West Services Inc	BEC	15.00
03/01/25	20464	West Coast Fencing	Const	2,501.14
03/01/25	20465	O'Neills Overhead Doors	BLM	11,086.50
03/01/25	20466	Tri-County Plumbing	DHS	78.00
03/01/25	20467	Tri-County Plumbing	DHS	179.44
03/01/25	20468	Oregon State Police	Gen	<u>153.19</u>
Total				<u>14,013.27</u>
Grand Total:				<u>230,857.02</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/04/25	DB20240228	Spectrum Business	Gen	362.62
				<u>362.62</u>
03/05/25	DB20250305	North Bend Sanitation	Gen	782.38
03/05/25	DB20250305	North Bend Sanitation	BEC	628.93
03/05/25	DB20250305	North Bend Sanitation	BLM	317.65
03/05/25	DB20250305	North Bend Sanitation	BLM	317.65
				<u>2,046.61</u>
03/11/25	DB20250311	NW Natural	Gen	2,268.67
				<u>2,268.67</u>
03/11/25	DB20250311	U.S. Cellular	Gen	299.32
				<u>299.32</u>
03/04/25	DB20250304	Carson-Davis Oil Company	Gen	1,300.67
03/14/25	DB20250314	Carson-Davis Oil Company	Gen	698.61
				<u>1,999.28</u>
03/24/25	DB20250324	Pacific Power	Gen	12,133.07
03/24/25	DB20250324	Pacific Power	BEC	1,694.62
03/24/25	DB20250324	Pacific Power	BLM	5,169.83
03/24/25	DB20250325	Pacific Power	Gen	33.59
				<u>19,031.11</u>
03/17/25	DB20250317	Banner Bank	Gen	97.84
03/28/25	DB20250328	Banner Bank	Gen	44,337.26
				<u>44,435.10</u>
				<u>70,442.71</u>
Grand Total:				

Check Issue Date	Check Number	Payee	Fund	Check Amount
	DB20250305	Payroll 03/05/2025	Gen	35,303.63
	DB20250305	Internal Revenue Service	Gen	10,876.72
	DB20250305	Oregon Department of Revenue	Gen	<u>3,093.34</u>
Total 3/05/25:				<u><u>49,273.69</u></u>
	DB20250312	PERS	Gen	<u>11,808.06</u>
Total 3/12/25:				<u><u>11,808.06</u></u>
	DB20250320	Payroll 03/20/2025	Gen	36,231.39
	DB20250320	Internal Revenue Service	Gen	11,153.18
	DB20250320	Oregon Department of Revenue	Gen	<u>3,186.16</u>
Total 3/20/25:				<u><u>50,570.73</u></u>
	DB20250327	PERS	Gen	<u>12,154.52</u>
Total 3/27/25:				<u><u>12,154.52</u></u>
Grand Total:				<u><u>123,807.00</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
	DB20250402	Authnet Gateway Billing	Gen	15.75
Total 04/02/25:				<u>15.75</u>
	DB20250402	Bankcard Merchant	Gen	<u>543.49</u>
Total 04/02/25:				<u>543.49</u>
Grand Total:				<u>559.24</u>

# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, April 24, 2025

**Baggage Belt:** One of the larger maintenance projects anticipated for the terminal has been repair or replacement of the baggage belt system. Five Star Alliance, who have serviced the system in the past, was hired to perform an evaluation of the current condition of equipment and software. At this time the technician believes that a replacement of the software used to run the belt is the most pressing need, and that the lifespan of the section of the belt between the airline ticket counter and the TSA screening room could be extended with replacement and servicing of a few parts. The cost for the repairs and software update are estimated at \$71,258. Work will be scheduled for Fall 2025, after the return of the off-season flight schedule.

**ARFF F3 Foam:** Airports are transitioning to Fluorine-Free Foam (F3) because traditional firefighting foams contain PFAS chemicals, which have been linked to serious health risks and environmental damage. To address this, the FAA and the Department of Defense have developed new standards for F3 foam, which does not contain harmful fluorinated chemicals but still effectively fights fires. Congress directed the FAA to ensure a smooth transition to F3 foam, and airports are now adopting it to meet updated safety and environmental regulations. CCAD has ordered a supply of the new foam, and will work with a licensed contractor to clean the fire-fighting systems in the ARFF trucks to prepare them for the change out. Safe disposal of the old foam has also been budgeted into this project.



**Bridge Repair:** The bridge repair work, which has been utilizing a crane at the end of Runway 23, was estimated to be complete by the end of February. Unfortunately, delays in the supply chain have put the project behind schedule. Operations Manager Hood expressed his appreciation for the good communication from the contractor and the Port, which have minimized any interruptions experienced.

**ATC Tower:** Another recent expense related to airport operations was the purchase of replacement circuit boards for the communication equipment in the Air Traffic Control Tower.



**Genie Lift:** Annual maintenance and certification are complete for the Genie Lift. This routine work protects the District's investment and, more importantly, ensures the safety of the maintenance staff who operate the lift.

**Seasonal Maintenance:** With the return of Spring comes an increased load of seasonal maintenance for District property. Staff have been grateful for the assistance of Clean Rivers

in keeping up the landscaping needs at the Terminal and DHS facilities. Upkeep for the airfield, park, and other District properties will be a major focus for the maintenance staff over the next few months.

**Generator Cover:** To protect and prolong the life of the Air Traffic Control Tower generator, maintenance staff are constructing a structure to shield it from the elements. The costs of this structure, along with the one built last year to cover the exterior portion of the baggage belt, are partially covered by the SDIS Safety & Security Grant.

**New Employee – Adam Taylor:** CCAD added a new full-time employee to the maintenance team. Adam Taylor recently moved to the area from Southern California. His experience performing general maintenance for rental properties makes him a valuable asset in caring for the many buildings throughout the District.



# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

## April 17, 2025

### Marketing

Radio, TV, and Print are all in play in marketing our commercial flights to San Francisco (daily) and the upcoming start of Denver dailies. The goal continues to be filling available seats to capacity and early booking on [www.united.com](http://www.united.com).

The advertising also features the amenities offered at OTH including free parking and convenience, such as short drives and lines.



**OREGON ADVENTURE COAST POST**

**Posts About More -**

**United Airlines is offering daily NON-STOP flights from Denver to Oregon's Adventure Coast: Coos Bay, North Bend, Charleston (DEN to OTH) from May 22nd to October 25, 2025!**

**No hassle, no highways. Just land on the Oregon Coast and start your amazing adventure right away!**

<https://www.oregonsadventurecoast.com/den/>

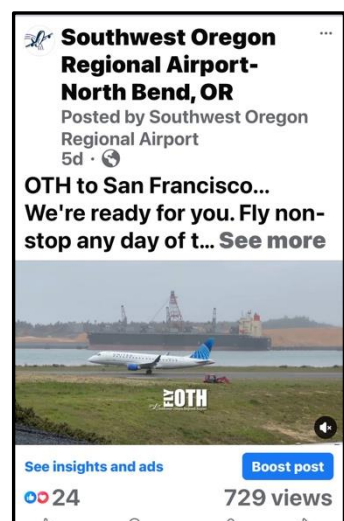
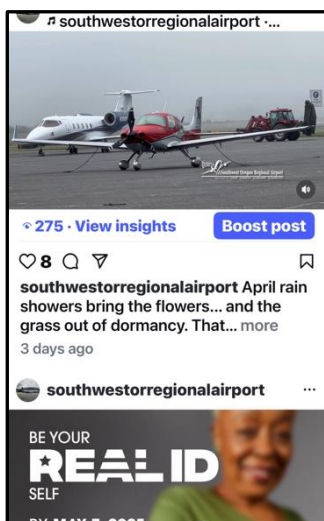
**DENVER DIRECT FLIGHT**  
*to the Oregon Coast*

The **VCB and Travel Southern Oregon Coast (TSOC)** have campaigns running to advertise the airport and the daily flights to and from Denver. Those are running in both the local and Denver Markets.

### Social Media

We continue to grow our followers on Facebook, Instagram, and Nextdoor platforms. After sliding backwards around 30 followers on Facebook in March, we have now recaptured those and increased that number to nearly 10,000. Our Instagram followers have also increased steadily over the past several months. This increase includes posting content such as information about the airport, newsworthy events, and fun insights into the happenings at the airport. This growth can also be attributed to engaging our audience with paid advertising to keep our audience and potential audiences engaged.

	Lifetime	Reach
April rain show...	757	
The deadline f...	506	
OTH to San Fra...	571	
(North Bend, ...	8,012	
The Southw...	6,939	
The Southw...	3,854	
UPDATE 1...	116,788	
2 Great Reas...	1,307	
Need a way to...	797	



# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

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## Outreach



The community near and far is very aware of the April 7<sup>th</sup> incident of a plane skidding off the runway at the airport. With news spreading across the state, I was busy ensuring information was up-to-date and accurate. The incident was covered not only locally, but by the News Media, including the major news networks, and as far as the United Kingdom. Those included television news programs on

ABC Nightly News, CNN, KPTV, KGW, KATU, KEZI, KVAL, KMTR, as well as radio and major newspapers such as the Oregonian to name a few.

## Other Communication

We continue to grow our base of subscriptions to our **newsletter** through the website and other communications. This newsletter is distributed to our subscribers monthly.

## In-Terminal Advertising



I am continuing to work with several potential clients who have been excited about the newest opportunities to advertise their products and services in the terminal. We will also see some updated displays soon. Our CCAD Maintenance crews are working on several upgrades in the terminal, and that includes some stabilization of the new *Banner Display Stands* soon to be available to advertisers.





# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, April 24, 2025 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER

## INTRODUCTIONS

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### SECTION 2 - EXECUTIVE DIRECTOR REPORT:

19-22

### SECTION 3 - ACTION ITEMS:

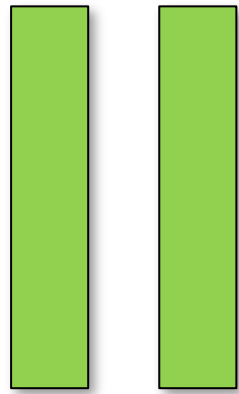
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## PUBLIC COMMENTS

## CHAIRMAN & COMMISSIONER COMMENTS

First Budget Meeting – May 14, 2025  
Next Regular Board Meeting - May 22, 2025

SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

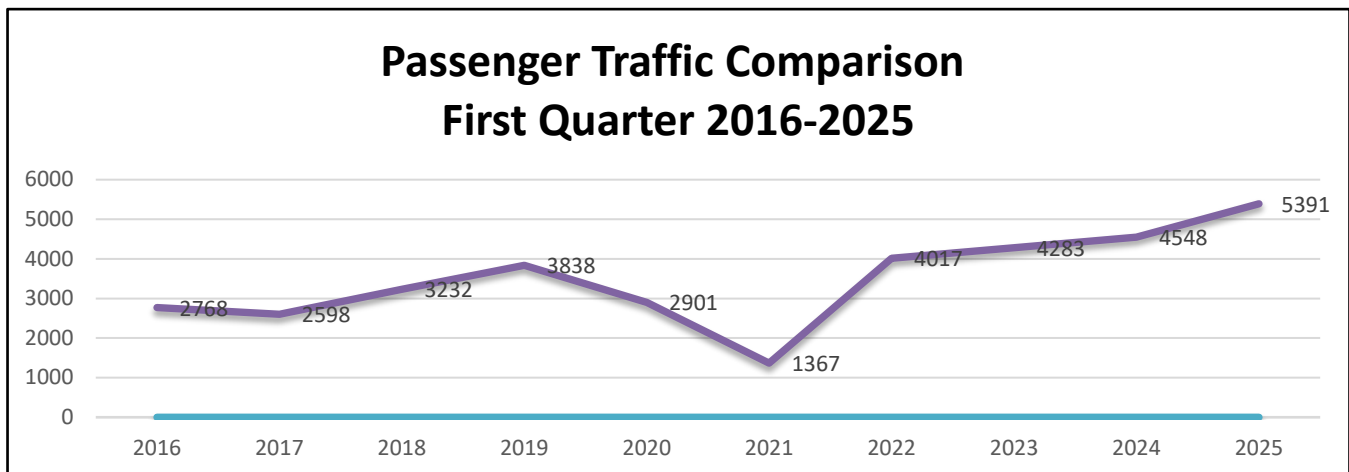
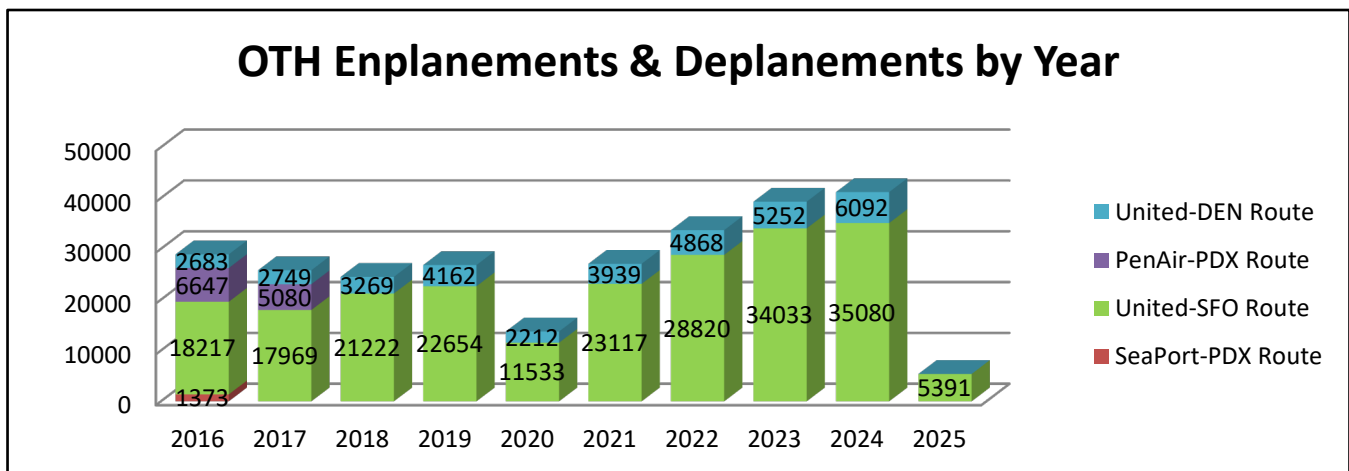
**Thursday, April 24, 2025**

## Commercial Air Service Demand & Outlook for Southwest Oregon Regional Airport

Passenger traffic at Southwest Oregon Regional Airport (OTH) continues to show strong growth. During the first quarter of 2025, we saw 5,391 passengers pass through the terminal. Notably, this was achieved with a limited flight schedule—service was restricted to just four weekly flights to and from San Francisco.

As illustrated in the graph below, first-quarter passenger traffic in 2025 represents an 18% increase over the same period last year and surpasses all first-quarter totals from the previous ten years.

On April 1<sup>st</sup> United returned to providing daily flights to/from San Fransisco and next month daily flights to/from Denver will begin on May 22, 2025 as we move into our peak season of the year.



## **Route Development**

We continue to actively work on identifying, attracting, and sustaining air service connections between our community and airline carriers. Over the past year, staff has engaged in conversations with several airlines, including Alaska Airlines, United Airlines, Avelo, Air Wisconsin, Sun Country, Breeze, and Allegiant, to explore potential service opportunities.

Unfortunately, airlines are currently navigating a challenging economic environment influenced by fluctuating fuel costs, rising interest rates, supply chain constraints, and global trade uncertainties. These factors have forced many carriers to adjust their growth strategies, reevaluate route expansion plans, and scale back financial forecasts.

We are seeing the impact of these industry-wide challenges locally. Earlier this year, we had several encouraging conversations with Alaska Airlines regarding the potential reestablishment of the OTH-PDX route. However, we were recently informed that while Alaska Airlines continues to view the OTH-PDX route as a strong strategic fit within their network, they will need to defer any new service to our market until 2026 or beyond due to the challenges they are currently managing.

Despite this setback, we remain committed to pursuing air service development opportunities and will continue to engage with airline partners to position OTH for future growth.

## **Runway Excursion at Southwest Oregon Regional Airport**

Aircraft incidents at the airport are rare. Nevertheless, we maintain a fully equipped and staffed Aircraft Rescue and Firefighting (ARFF) unit that regularly trains and coordinates with our community partners to ensure readiness in the event of an aircraft emergency.

On the morning of April 7th, that emergency preparedness was put to the test when a small corporate jet skidded off the east end of Runway 5/23 and into the bay. Public safety personnel from the airport's ARFF unit, along with the North Bend and Coos Bay Fire Departments, the Coos Bay Hazardous Materials Response Team, the U.S. Coast Guard, Bay Cities Ambulance, Bay Area Hospital, the Coos County Sheriff's Office, and the North Bend Police Department all responded to the scene. All four passengers and the pilot were successfully rescued, transported to Bay Area Hospital, and later released.

Notably, in May of last year, we conducted a tabletop exercise with our community partners simulating a scenario very similar to the runway excursion that occurred last week. That exercise was followed by a full-scale mass casualty drill in September focused on a runway excursion response. The recent training and preparation by our personnel and community partners no doubt contributed to the seamless response and successful outcome of last week's incident.

The runway excursion is currently under investigation by both the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA).

## Capital Improvement Projects and Funding

A number of capital improvement projects are planned for the current and upcoming budget years. These projects aim to enhance airport infrastructure, improve operational efficiency, and support long-term growth. Key projects include:

- Construction of a new Cargo Facility
- Airport Master Plan Update
- Concourse Capital Improvement Project (CIP)
- Runway Safety Area (RSA) Expansion
- Parking Lot Expansion
- Glide Slope Relocation
- Replacement or Modernization of the Concourse Escalators
- Replacement of the Airport Terminal Roof
- Replacement or Upgrade of the Terminal Baggage Handling System

## Funding Sources

Funding for these capital improvements comes from a combination of sources, including federal and state grants, loans, and revenues generated through District leases. The majority of funding for major infrastructure projects is sourced federally, primarily through the Airport Improvement Program (AIP), which is administered by the Federal Aviation Administration (FAA). The District currently receives an annual AIP entitlement of approximately \$1.3 million.

In addition, the District is receiving just over \$1.1 million per year for the next two years through the Bipartisan Infrastructure Law (BIL), which provides dedicated federal infrastructure funding to airports.

Another important source is FAA discretionary grants, typically awarded for safety-related projects. All FAA-administered funding—including AIP, BIL, and discretionary grants—requires FAA project approval and inclusion in the airport's rolling five-year Capital Improvement Plan (CIP). All of the projects identified for federal funding are currently listed in the FAA-approved CIP.

We anticipate that this year's BIL funding will be awarded later this month to support the Airport Master Plan Update. Additionally, we expect both AIP and FAA discretionary grant awards to be received within the next two months for the Runway Safety Area Expansion, which is currently out to bid. Due to in-water work restrictions, construction on that project is scheduled to begin later in the year.

At the state level, the District has successfully secured grant awards through two programs administered by the Oregon Department of Transportation:

- A Connect Oregon grant to support construction of the Cargo Facility, and
- A Critical Oregon Airport Relief (COAR) grant to assist with the Concourse Improvement Project.

Both of these state grants have been awarded and are ready to support their respective projects.

In addition, a significant portion of the funding for the Cargo Facility will be provided through District-generated revenues from its portfolio of revenue-generating leases, demonstrating a continued commitment to leveraging local resources to advance strategic infrastructure investments.

Finally, several current projects will require financing through a ten-year loan, with debt service to be paid from the District's lease revenue stream. The financing will include a two-year drawdown period with interest-only payments, followed by eight years of level monthly payments for principal and interest. This structure enables the District to responsibly manage cash flow while moving forward with essential capital improvement projects that support the airport's long-term growth and operational sustainability.

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, April 24, 2025 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER

## INTRODUCTIONS

### SECTION 1 - CONSENT CALENDAR:

March 27, 2025 Board Meeting Minutes	3-5
Financial Report / Check Register	6-12
Maintenance / Operations Report	13-14
Public Relations / Communications Report	15-16

### SECTION 2 - EXECUTIVE DIRECTOR REPORT:

19-22

### SECTION 3 - ACTION ITEMS:

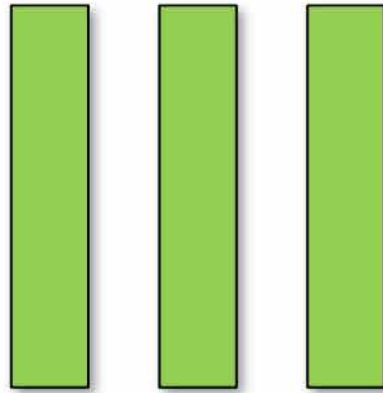
Award Concourse CIP Construction Contract	25-26
Acceptance of COAR Grant	27
Ratify Tractor Purchase	28

## PUBLIC COMMENTS

## CHAIRMAN & COMMISSIONER COMMENTS

First Budget Meeting – May 14, 2025  
Next Regular Board Meeting - May 22, 2025

# SECTION



# ACTION ITEMS



# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** April 24, 2025

**SUBJECT:** Concourse Capital Improvement Project

### **BACKGROUND:**

The current terminal facility was constructed in 2008. Due to budget constraints and cost overruns during the project, several components of the original design were value-engineered to reduce construction costs. One notable example is the concourse structure, which connects the lower terminal level to the tarmac. The original design called for a fully enclosed concourse, built with materials and finishes consistent with the main terminal. However, the final construction was modified to a metal-covered walkway with unfinished metal-clad walls and multiple open sections. As a result, both the interior of the concourse and the escalators have been consistently exposed to the harsh coastal environment, accelerating wear and contributing to corrosion.

To address these issues, HGE Architects was contracted to lead the design efforts to enclose and upgrade the concourse between the tarmac and the secure passenger waiting area. The 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, and bids were opened last week. In addition to the base scope of work, contractors were asked to submit alternate bids for the following enhancements:

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

### Base Bid Results:

- Tom E. Gayewski Construction, Inc. submitted the lowest base bid at \$712,800, approximately 4.2% above HGE's estimate of \$683,297

- Other base bids ranged from \$798,000 to \$1.39 million

Bid Summary Table:

Bidder	Base Bid	Alt. #1 Lighting/Ceiling	Alt. #2 Windbreak	Alt. #3 Flooring	Alt. #4 Siding	Days to Complete
Gerding Builders LLC	\$1,190,085	\$59,475	\$70,340	\$31,611	\$38,475	196 days
Tom E. Gayewski Construction, Inc.	<b>\$712,800</b>	\$53,999	\$81,100	\$33,900	\$44,800	180 days
DSL Builders LLC	\$798,000	\$60,000	\$66,800	\$30,200	\$23,400	150 days
Richards Remodeling LLC	\$1,386,402	\$117,254	\$73,296	\$39,172	\$49,932	150 days

At the March Board meeting, staff reviewed the project and bid results. The consensus of the Board was to:

- Include Alternate #1 (enhanced lighting and ceiling finish)
- Have District staff perform the carpeting installation in-house
- If necessary, paint the existing metal siding panels rather than replace all of them to reduce cost

This approach balances functional upgrades with fiscal responsibility, while improving durability and passenger experience in the concourse area.

**FISCAL IMPACT:**

The cost for this portion of the project is \$766,799. The Coos County Airport District (CCAD) was awarded a Critical Oregon Airport Relief (COAR) Grant in the amount of \$150,000 to support the project. The majority of the funding for this project—along with several other terminal-related improvements—is being financed through Banner Bank.

**LEGAL CONSIDERATION:**

This report was reviewed and approved by legal counsel.

**RECOMMENDATION:**

Staff recommends awarding the base scope of work and alternate #1 to Tom E. Gayewski Construction, Inc.

**MOTION:**

Motion to approve Concourse Capital Improvement Project construction contract award to Tom E. Gayewski Construction in the amount of \$766,799.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** April 24, 2025

**SUBJECT:** Critical Oregon Airport Relief Grant Award

**BACKGROUND:**

Earlier this year, Deputy Director Brittsan submitted a Critical Oregon Airport Relief (COAR) Grant application in support of the upcoming Concourse Capital Improvement Project. The COAR program, administered by the Oregon Department of Aviation (ODAV), is designed to assist public-use airports across Oregon by funding infrastructure improvements and aviation-related economic development initiatives.

We are pleased to report that on February 11, 2025, we received the attached award letter from ODAV notifying us that the District had been awarded a \$150,000 grant to support this project.

**FISCAL IMPACT:**

This \$150,000 grant funding will help defray the overall cost of the concourse capital improvement project and reflects ODAV's continued commitment to strengthening aviation infrastructure across the state.

**LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel

**RECOMMENDATION:**

Staff recommends the Board formally accept the COAR grant.

**MOTION:**

Motion to accept the COAR grant in the amount of \$150,000.

[COAR Grant Award Letter](#)

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** April 24, 2025

**SUBJECT:** Ratification of Tractor Purchase

### **BACKGROUND:**

Earlier this year, staff obtained quotes for John Deere, Kubota, and Massey Ferguson tractors to replace the District's 2009 TYM tractor, which has become increasingly unreliable due to frequent and costly repairs. Based on the quotes received, staff recommended—and the Board approved—the purchase of a John Deere 5095 utility tractor in the amount of \$92,157.84.

Unfortunately, the in-stock John Deere 5095 unit was sold before the District could finalize the purchase, and acquiring a new unit from the factory would require a wait time of more than six months.

In response, staff reached back out to Umpqua Valley Tractor in Roseburg, the local Kubota dealer, to inquire whether they would honor their earlier quote of \$92,500 for a comparable model, the Kubota M5-111. Umpqua Valley Tractor responded with an updated and discounted quote of \$81,700, contingent upon payment in full at the time of delivery.

In an effort to secure the equipment at the reduced price and avoid further delays, I authorized staff to proceed with the purchase of the Kubota M5-111 tractor.

### **FISCAL IMPACT:**

The cost of the Kubota M5-111 tractor is \$10,800 less than the previously approved purchase of the comparable John Deere 5095 tractor.

### **LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel

### **RECOMMENDATION:**

Staff recommends the Board ratify the purchase of the Kubota M5-111 tractor.

### **MOTION:**

Motion to ratify the purchase of the Kubota M5-111 tractor in the amount of \$81,700.

[Kubota M5 Quote](#)