

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, December 4, 2025 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

October 23, 2025 Board Meeting Minutes	03-05
Financial Report / Check Register	06-13
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SECTION 2 - EXECUTIVE DIRECTOR REPORT

20-25

SECTION 3 - ACTION ITEMS:

Ratify Lease Extension with FedEx	27
Ratify/Approve Land Lease with Enterprise	28
Ratify Change Order #4 for the Cargo Facility Project	29-30
Ratify Change Order #3 for the Concourse Rehabilitation Project	31-32
Consideration of Everon Proposal for Enhanced Security	33

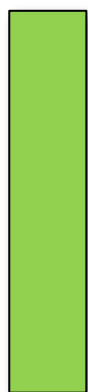
PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS

Next Regular Board Meeting January 22, 2026

ADJOURN

SECTION



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 Thursday, October 23, 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

Brent Pahls, Commissioner

Absent:

Caddy McKeown, 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; Jason Traylor; Karen Ann Schneider (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

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

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Commercial air service through the first 9 months of the year is up 29%, though it is expected that this rate of growth will slow in the remainder of the year as service is adjusted to an off-peak schedule. The recent increase in passenger traffic prompted an investigation into the possibility of expanding the aircraft ramp space in front of the terminal. The cost of the project would require grant funding that may not be available until 2027. Chairman Bell requested that staff continue to explore additional options to support multiple aircraft.

Craddock next shared that the Pony Point Road that used to provide access to a boat ramp on airport property, but has long been in a restricted access area, was recently vacated by the City of North Bend. Additionally, the City is in the process of preparing deed documents to transfer a portion of land that had mistakenly been left off a previous land transfer transaction. The City will also work with the District in the future to investigate the acquisition of land near the water treatment plant needed for expansion.

Multiple projects are underway across the District property, including the improvement of the terminal concourse, expansion of the terminal parking lot, construction of a cargo facility, and reconfiguration of the parking lot by Coos Aviation. These projects are all progressing quickly, and may be nearly complete by the next Board meeting. Additionally, project starting later this month include the rehabilitation of the Business Enterprise Center parking lot, and the Runway Safety Area Expansion project, which should be completed by the end of February 2026.

Lastly, Craddock shared that the District is in the process of transitioning its website domain and emails from .com to .gov, in line with cyber security recommendations received earlier this year.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), the Board voted to ratify the Project Advisory Committee membership as presented; acknowledging that the USCG will name their representative, appointing John Meynink and Trich McMichael as the Airport Heights Neighborhood representatives; and designating Commissioners Brainard and McKeown to serve on the PAC for the Airport Master Plan update.

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

Motion:

Upon a motion by Commissioner Pahls (Second Vice-Chair Benetti), the Board voted to ratify Change Order #2 to the Concourse Capital Improvement Project, in the amount of \$4,603.46.

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

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Pahls) the Board voted to ratify Change Order #3 for the Cargo Facility Construction Project, in the total amount of \$10,787.00.

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

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the tier-based rate structure for the Commercial Hangar.

Bell: Aye; Benetti: Aye; Brainard: Aye; Pahls: recused himself due to a conflict of interest

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Brainard) the Board voted to approve the UPS land lease amendment and authorize the Executive Director to sign it.

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the staff recommended shuttle parking rates, effective January 1, 2026.

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

Discussion:

Commissioners discussed a proposal from Washed Ashore to place an art installation near the airport terminal, with a donation kiosk to be installed inside the terminal. Commissioners voiced concern over how the site would look when the installation was taken off site for events from time to time. Director Craddock was asked to investigate an agreement that would address these and other concerns.

Motion:

Upon a motion by Vice-Chair Benetti (Second Commissioner Pahls) the Board voted to approve a hangar facility lease with Stan Jefferies for Hangar #3 and authorize the Executive Director to sign the lease agreement.

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted 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.

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

PUBLIC COMMENTS

Mr. Meynink expressed his appreciation to the Board for selecting two Airport Heights residents to serve on the Project Advisory Committee for the Master Plan Update. Meynink also voiced his support of the Washed Ashore proposal.

COMMISSIONER COMMENTS

Vice-Chair Benetti queried about who is responsible for road maintenance on District property and asked about how that was funded. Director Craddock informed him that the adopted budget included a line item for funds to be set aside each year for this type of maintenance.

Commissioner Pahls asked about adjustments to the Commercial Hangar access, and thanked Coos Aviation staff for their professional and friendly service.

Commissioner Brainard discussed the Airport Park project and noted that planning and fund-raising efforts are underway. It was noted that a phased approach for the work may assist with fund-raising efforts.

Meeting adjourned at 08:24 a.m.

COOS COUNTY AIRPORT DISTRICT

DATE: December 05, 2024

SUBJECT: Acceptance of October 2024 Financial Reports and Check Register

BACKGROUND:

These reports are provided pursuant to a recommendation from the District's external auditor, supported by the Executive Director, providing transparency and full disclosure. The District's bank statements (Umpqua General Checking, Municipal Pool, Passenger Facility, and Payroll Checking; Banner Bank; Oregon Pacific Bank; Local Government Investment Pool General and Reserve accounts) are reconciled by the 10th of the month following month-end; all transactions are posted daily; financial reports available upon request; and reports saved onto the District's website. The fund summary shows all funds are within appropriation levels, with 33.33% of the fiscal year elapsed, and general fund property tax collections at 19.23% 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 \$1,126,960.30 (accounts payable) and \$127,975.73 (payroll). For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll payables are expended from the payroll account.

FISCAL IMPACT:

The balances are within the budget appropriations.

LEGAL CONSIDERATION:

N/A

Attachments:

- Finance Report
- Balance Sheet
- Fund Summary
- Check Register

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/01/25	21008	Superior Construction Consulting Services	Const	4,620.00
Total 10/01/25:				<u>4,620.00</u>
10/02/25	21010	Coos Bay North Bend Water	BEC	204.86
10/02/25	21011	Coos Bay North Bend Water	BLM	804.61
10/02/25	21012	Oregon Pacific Bank	DHS	11,585.21
10/02/25	21015	Douglas Fast Net	Gen	166.39
10/02/25	21017	Standard Insurance	Gen	1,138.24
10/02/25	21020	Adam Taylor	Gen	608.95
10/02/25	21021	Coos Bay North Bend Water	Gen	1,717.86
10/02/25	21022	South Coast Office Supply	Gen	22,473.87
Total 10/02/25:				<u>38,699.99</u>
10/03/25	21018	Russell Corona	Gen	136.00
10/03/25	21019	William Perez	Gen	136.00
Total 10/03/25:				<u>272.00</u>
10/10/25	21023	Bi-Mart	Gen	184.24
10/10/25	21024	Russell Corona	Gen	56.00
10/10/25	21025	North Bend Sanitation	Gen	261.79
10/10/25	21026	William Perez	Gen	24.93
10/10/25	21027	SAIF	Gen	1,855.14
10/10/25	21028	SDIS	Gen	32,817.00
10/10/25	21029	Stephanie Stroud CPA	Gen	300.00
10/10/25	21030	Umpqua Valley Financial LLC	Gen	3,500.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/10/25	21031	TS Worldwide LLC	Gen	7,500.00
Total 10/10/25:				<u>46,499.10</u>
10/16/25	21032	Superior Construction Consulting Services	Const	4,620.00
10/16/25	21033	Bourell Construction	Gen	3,590.00
10/16/25	21034	Comp-U-Talk	Gen	1,020.00
10/16/25	21035	McCowan Clinical Laboatory	Gen	2,260.00
10/16/25	21036	Mellissa Cribbins Attorney at Law	Gen	2,158.00
10/16/25	21037	Roto Rooter	Gen	84.00
10/16/25	21039	The Legend	Gen	500.00
10/16/25	21040	Lincoln Financial	Gen	275.00
10/16/25	21041	American Family Life Assurance	Gen	386.38
10/16/25	21042	General Credit Service	Gen	354.85
Total 10/16/25:				<u>15,248.23</u>
10/23/25	21044	Ardurra	Const	114,134.76
10/23/25	21045	H3 General Contractors	Const	232,721.00
10/23/25	21046	Adam Taylor	Gen	119.99
10/23/25	21047	Cardmember Service	Gen	7,095.83
10/23/25	21048	NW Natural	Gen	77.51
10/23/25	21049	Streamline	Gen	1,137.84
10/23/25	21050	The Helpful Herring	Gen	855.00
10/23/25	21051	Coos Bay North Bend Water	Const	15,324.00
Total 10/23/25:				<u>371,465.93</u>
10/30/25	21052	Ace Hardware	Gen	814.64
10/30/25	21053	Ardurra	Const	8,567.80
10/30/25	21054	BNT Promotional Products	Gen	1,336.08
10/30/25	21055	CnB Security	Gen	600.00
10/30/25	21056	SecureCom	Gen	1,135.59
10/30/25	21057	Cardinal Employment Service	Gen	4,032.00
10/30/25	21058	Clean Rivers	Gen	3,798.20
10/30/25	21059	Coastal Paper & Supply	Gen	153.01
10/30/25	21060	Comfort Flow	BLM	3,804.00
10/30/25	21061	Comfort Flow	Gen	203.00
10/30/25	21062	Coos Head	Gen	711.76
10/30/25	21063	Farr's True Value	Gen	71.75
10/30/25	21064	Golders Napa	Gen	486.90
10/30/25	21065	Graham Bay Area Equipment	Gen	118.28
10/30/25	21066	Hughey Phillips	Gen	5,981.04
10/30/25	21067	Industrial Source	Gen	415.29
10/30/25	21068	Industrial Steal & Supply	Gen	350.04
10/30/25	21069	KEZI	Gen	1,000.00
10/30/25	21070	Lighthouse Radio Group	Gen	300.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/30/25	21071	Melissa Cribbins Attorney at Law	Gen	1,625.00
10/30/25	21072	O'Neils Overhead Doors	BLM	337.50
10/30/25	21073	Oil Changers	Gen	69.97
10/30/25	21074	Oregon Pacific Company	Gen	136.00
10/30/25	21075	Oregon Tool & Supply	Gen	231.96
10/30/25	21076	Perry's Supply	Gen	128.87
10/30/25	21077	Platt Electric	Gen	532.01
10/30/25	21078	SHN Consulting Engineers	Gen	1,550.94
10/30/25	21079	South Coast Shopper	Gen	310.00
10/30/25	21080	Standard Insurance	Gen	1,138.24
10/30/25	21081	Tom's Lock & Key	BLM	5.00
10/30/25	21082	Tower Ford	Gen	4,998.33
10/30/25	21083	Tri-County Plumbing	DHS	434.24
10/30/25	21084	Vend West	BEC	15.00
10/30/25	21085	Vend West	Gen	10.00
10/30/25	21086	West Coast Fencing	Gen	1,014.34
10/30/25	21087	General Credit Service	Gen	355.26
10/30/25	21088	Los Guerreros Mexican Restaurant	Gen	709.00
10/30/25	21091	Reese Electric	Const	1,537.00
				<u>49,018.04</u>
				<u>525,823.29</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/01/25	DB20251001	Spectrum	Gen	362.62
10/01/25	DB20251001	Carson Oil Co	Gen	1,930.70
Total 10/01/25:				<u>2,293.32</u>
10/02/25	DB20251002	Banner Bank	Gen	1,941.85
Total 10/02/25:				<u>1,941.85</u>
10/03/25	DB20251003	North Bend Sanitation	Gen	782.38
10/03/25	DB20251003	North Bend Sanitation	BEC	628.93
10/03/25	DB20251003	North Bend Sanitation	BLM	317.65
10/03/25	DB20251003	North Bend Sanitation	BLM	317.65
Total 10/03/25:				<u>2,046.61</u>
10/06/25	DB20251006	NW Natural	Gen	63.22
Total 10/06/25:				<u>63.22</u>
10/09/25	DB20251009	Carson Oil Co	Gen	719.90
10/09/25	DB20251009	U.S. Cellular	Gen	299.00
Total 10/09/25:				<u>1,018.90</u>
10/10/25	30006	Tom E. Gayewski Construction. Inc.	Const	159,365.73
Total 10/10/25:				<u>159,365.73</u>
10/15/25	DB20251015	Banner Bank	Gen	83.50
Total 10/15/25:				<u>83.50</u>
10/16/25	30007	Johnson Rock Products	Const	370,836.33
Total 10/16/25:				<u>370,836.33</u>
10/20/25	DB20251020	Pacific Power	Gen	12,552.97
10/20/25	DB20251020	Pacific Power	Gen	24.44
10/20/25	DB20251020	Pacific Power	BEC	441.55
10/20/25	DB20251020	Pacific Power	BLM	3,124.04
Total 10/20/2025:				<u>16,143.00</u>
10/28/25	DB20251028	Banner Bank	Gen	44,337.26

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 10/28/25:				<u>44,337.26</u>
10/31/25	DB20251031	Spectrum	Gen	362.62
10/31/25	DB20251031	Carson Oil Co	Gen	2,057.03
Total 10/31/25:				<u>2,419.65</u>
Grand Total:				<u>600,549.37</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/06/25	DB20251006	Payroll 10/062025	Gen	38,852.39
10/06/25	DB20251006	Internal Revenue Service	Gen	11,602.86
10/06/25	DB20251006	Oregon Department of Revenue	Gen	<u>3,423.82</u>
Total 10/06/2025:				<u><u>53,879.07</u></u>
10/20/25	DB20251020	Payroll 10/20/2025	Gen	39,765.77
10/20/25	DB20251020	Internal Revenue Service	Gen	11,896.08
10/20/25	DB20251020	Oregon Department of Revenue	Gen	<u>3,503.18</u>
Total 10/20/2025:				<u><u>55,165.03</u></u>
10/27/25	DB20251027	PERS	Gen	<u>16,779.55</u>
Total 10/27/2025:				<u><u>16,779.55</u></u>
10/30/25	DB20251030	Oregon Department of Revenue	Gen	<u>2,152.08</u>
Total 10/30/2025:				<u><u>2,152.08</u></u>
Grand Total:				<u><u>127,975.73</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/02/25	DB20251002	Authnet Gateway Billing	Gen	15.25
10/02/25	DB20251002	Bankcard Merchant	Gen	572.39
Total 10/02/25:				<u>587.64</u>
Grand Total:				<u>587.64</u>

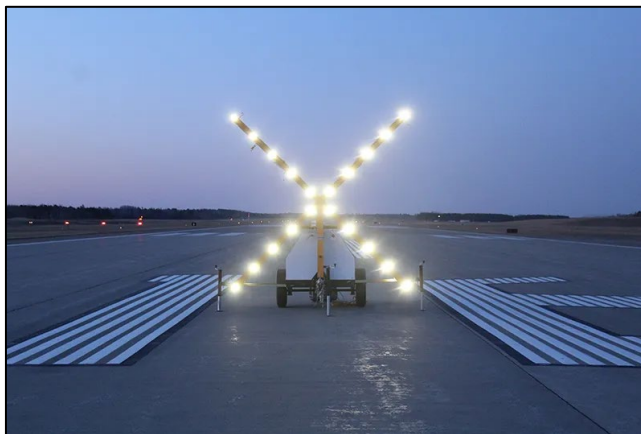
COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, December 4, 2025

Part 139 Inspection Readiness - In preparation for next month's FAA Part 139 inspection, both Airport Maintenance and Airport Operations staff have been working in close coordination to ensure full compliance with regulatory standards. This effort has required extensive collaboration across departments, including detailed airfield inspections, corrective maintenance, documentation reviews, and operational readiness exercises. Maintenance crews have focused on lighting systems repairs and safety area upkeep, while Operations staff have concentrated on recordkeeping, training verification, and emergency response planning. The combined diligence of these teams underscores the airport's commitment to safety, regulatory compliance, and operational excellence, positioning us well for a successful inspection outcome.

Operational Support for RSA Expansion Project

Airport Operations has played a critical role in supporting the Runway Safety Area (RSA) expansion project by managing the operational impacts of construction activities. Their responsibilities include coordinating the timely opening and closing of runways around scheduled work windows to ensure both safety and project efficiency. In addition, Operations staff have been diligent in issuing all applicable Notices to Airmen (NOTAMs), keeping pilots and stakeholders informed of changing airfield conditions.



ARFF 3 Maintenance Update – ARFF 3 recently underwent repairs to address a water tank leak, with several damaged valves replaced. However, the issue persisted, and further inspection identified an additional valve requiring replacement. Parts have been ordered, and repairs are scheduled in the near future. In the meantime, the truck remains in service, with ARFF personnel instructed to top off the tank daily to ensure readiness.

Storm Response and Tree Risk Management – The high winds that accompanied a storm last month resulted in downed branches and trees at some properties owned by the District. The Airport's Maintenance team was quick to respond, clearing away the debris. Additionally, staff are conducting ongoing assessments of trees throughout District property, prioritizing the identification and removal of those that present the greatest risk of falling.

BLM Window Repairs - Two large window panes at the BLM are scheduled for replacement after the seals between the glass layers failed, causing persistent fogging. Seal failure in insulated glass units allows moisture to enter between panes, leading to cloudy windows and diminished energy efficiency. Replacement of the panes will restore clear visibility and improve the overall condition of the facility.

New District Employee: Del Thurman - We are pleased to welcome Del Thurman as a permanent member of the Maintenance team. Del has been working with the District for several months through a temporary agency, during which time he consistently demonstrated a strong work ethic and reliability. His prior experience overseeing maintenance operations for a local rental agency has provided him with skills that translate seamlessly to our facilities, making him a dependable addition to the department.



COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

November 26, 2025

Overview

This month marked substantial progress in strengthening the Southwest Oregon Regional Airport's public communication channels, enhancing community engagement, and supporting airport-wide initiatives through strategic media, marketing, and outreach efforts. Social media continues to grow at a steady rate, traditional media engagement expanded ahead of the holiday travel season, and newsletter analytics reaffirm strong public interest in airport developments, projects, and flight services.

Social Media Growth:

Overall Growth

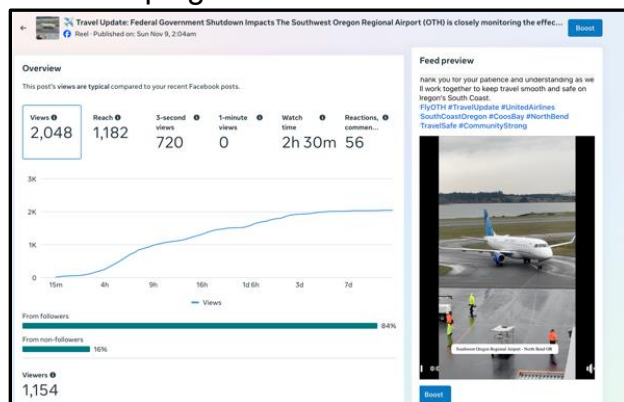
- Continued steady month-over-month increase across Facebook and Instagram.
- Engagement rates remain strong, driven by behind-the-scenes content, construction updates, and community-focused storytelling.

Top Achievements

- Significant engagement from:
 - Holiday travel updates and TSA-related information.
 - Behind-the-scenes snapshots featuring maintenance and SkyWest crews.
- Audience sentiment continues to trend positive, referencing trust, transparency, and local pride.

Content Strategy Highlights

- Increased frequency of "day in the life" and "what's happening at OTH today" posts.
- Photos and short-form videos from the runway, construction areas, operations team, and aircraft activity continue to be top performers.
- Expanded library of professional-quality photos assembled this month for future campaigns.



Top-Performing Content:

While followers remained engaged, performance on posts was not as widespread as last month. We did find video performance remained high with the number of views adding up to 30 minutes of time spent on short videos. Concerns over air travel also helped update posts reach significant engagement.

Newsletter Performance & Insights

- The OTH monthly newsletter continues to report high open rates (above industry average) and notable click-through activity.
- Most-clicked items:
 - Denver route performance for 2025.
 - Runway Safety Area work schedule and impacts
 - Photos and links linking to the website & United's Booking site
- Subscriber list increased again this month, demonstrating sustained audience demand for airport information.
- A special edition holiday-travel news brief has also been prepared for delivery before the Thanksgiving Holiday.

In-Terminal Advertising Growth



New Advertisers

Welcomed two new in-terminal advertisers this past month, further increasing revenue opportunities and enhancing the passenger experience. We continue to work on updating and increasing the opportunities in a tasteful manner inside the terminal.

Prospective Advertisers

- Several businesses expressed strong interest in placing ads in the terminal.
 - Higher passenger volumes.
 - Increased social media visibility.
 - Successful tourism-related messaging is already present in the terminal.
- Interest underscores the airport's growing value as a marketing venue for local businesses.



Community Engagement & Public Outreach Leadership Coos Presentation at Bandon Dunes Golf Resort

Delivered an overview of the airport's operations, regional economic influence, tourism impact, and long-term strategic planning. (Photo: Jeff Simonds presents Bandon Dunes Economic Impact following the airport presentation)

- Provided an airport overview to regional business leaders.
- Discussed economic development, environmental stewardship, and efforts to expand air service.
- Highlighted the airport's growing role in supporting tourism, transportation, and regional growth.



Chamber Board Meeting

- Provided updates on airport operations and the status of major capital projects.
- Discussed tourism alignment and community marketing opportunities.

VCB (Visitor & Convention Bureau) Meeting

- Attended to strengthen collaboration on tourism messaging.
- Shared updates on airport traffic growth and upcoming promotional needs.



Presentations by Rotary – Airport Heights Park

Attended the Rotary and Chamber Wednesday Business Connection presentations regarding the Airport Park project progress, including community partnerships, fundraising opportunities, and upcoming public engagement events.

(Samantha Oswald, Rotary Project Chair, presents at WBC)

General Communications & Public Outreach

Involved issuing multiple social media alerts, news briefs, and informational posts.

- Runway 05/23 safety work.
- ILS impacts.
- Seasonal flight schedules.
- Airline and TSA updates during government shutdown.

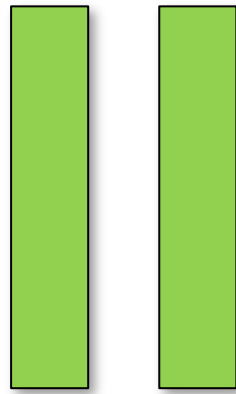
Maintained consistent and professional airport branding across all platforms.



Summary

The month's activities contributed significantly to strengthening public trust, increasing community engagement, and elevating the visibility of the airport's progress and regional value. The combination of strategic media outreach, robust social media performance, growing advertiser interest, and strong community relations positions the Southwest Oregon Regional Airport for continued success as we enter the peak travel season and project-heavy year ahead.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

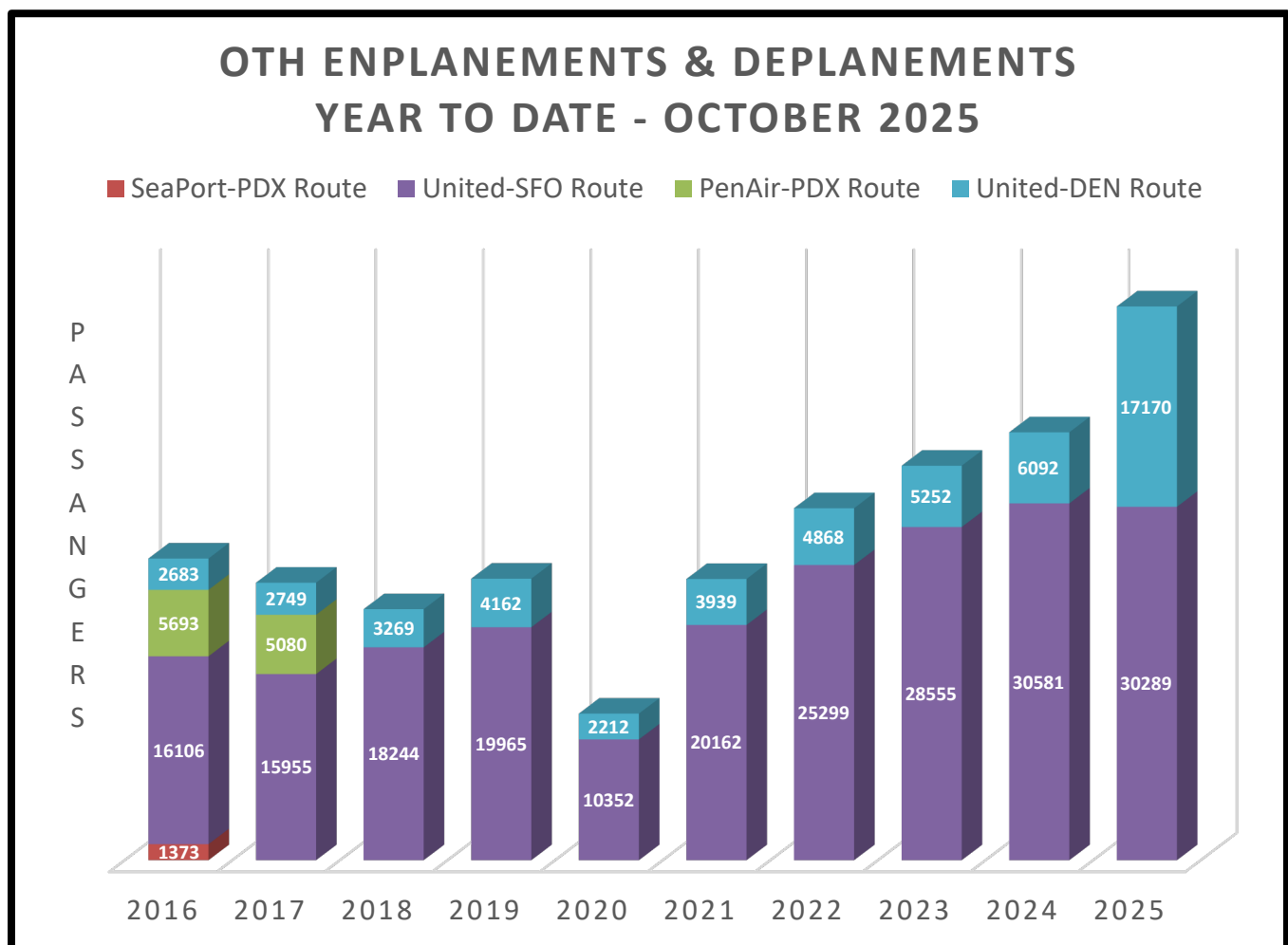
COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, December 4, 2025

Passenger Traffic in 2025 Up Nearly 30%

Passenger traffic at Southwest Oregon Regional Airport (OTH) continues to outpace 2024 levels, with more than 47,000 enplaned and deplaned passengers in the first ten months of 2025—representing a 29.41% year-over-year increase for that period.

In 2024, a total of 41,172 passengers moved through the terminal, a 4.8% increase over 2023. Based on current trends, we expect more than 52,000 passengers will fly into or out of the airport by the end of the year.



The OTH–DEN peak season route concluded at the end of October 2025 and is scheduled to restart daily service in May 2026. By all accounts, this year’s move to daily service was successful, reaching a record 17,170 passengers year-to-date through October 2025, an increase of about 182% from 6,092 passengers in 2024.

The SFO–OTH route has shown resilient, long-term growth. Although 2025 is running just slightly below 2024 year-to-date at the end of October (30,581 vs. 30,289, or roughly a .5% decrease), the route remains strong. On December 1, the route resumed its winter schedule of four flights per week (Sunday, Monday, Wednesday, and Friday), with the exception of the Christmas holiday period, when we will have five flights per week. Daily service is expected to resume in late March next year.

Route Development Efforts

Efforts to expand existing routes and add new service are ongoing. Given the strong utilization of the OTH–DEN route this year, we hope to encourage United to extend the peak season in 2026 into November and possibly operate twice-weekly service through the winter.

We also continue active discussions with Alaska Airlines and now SkyWest to re-establish daily OTH–PDX service. Based on recent conversations, the earliest realistic timeline appears to be mid-2026. OTH previously secured a Small Community Air Service Development (SCASD) grant to support this route, along with several community cash and in-kind commitments; however, the grant is set to expire at year-end. A request for a two-year extension of the grant has been submitted, and we are optimistic it will be approved. On December 14, I will be meeting with US DOT Deputy Associate Secretary for Aviation, Jared Smith, to discuss the importance of the SCASDP grant and the opportunities it can create for our airport.

In April 2026, I am scheduled to meet with airline network planning teams at the Voltaire Air Service Forum to present what we believe are profitable route opportunities for carriers that will also benefit our constituents, tenants, and the airport. In addition to OTH–PDX, we see strong potential for a sun-destination route such as Phoenix (PHX), Burbank (BUR), or Las Vegas (LAS).

General Aviation

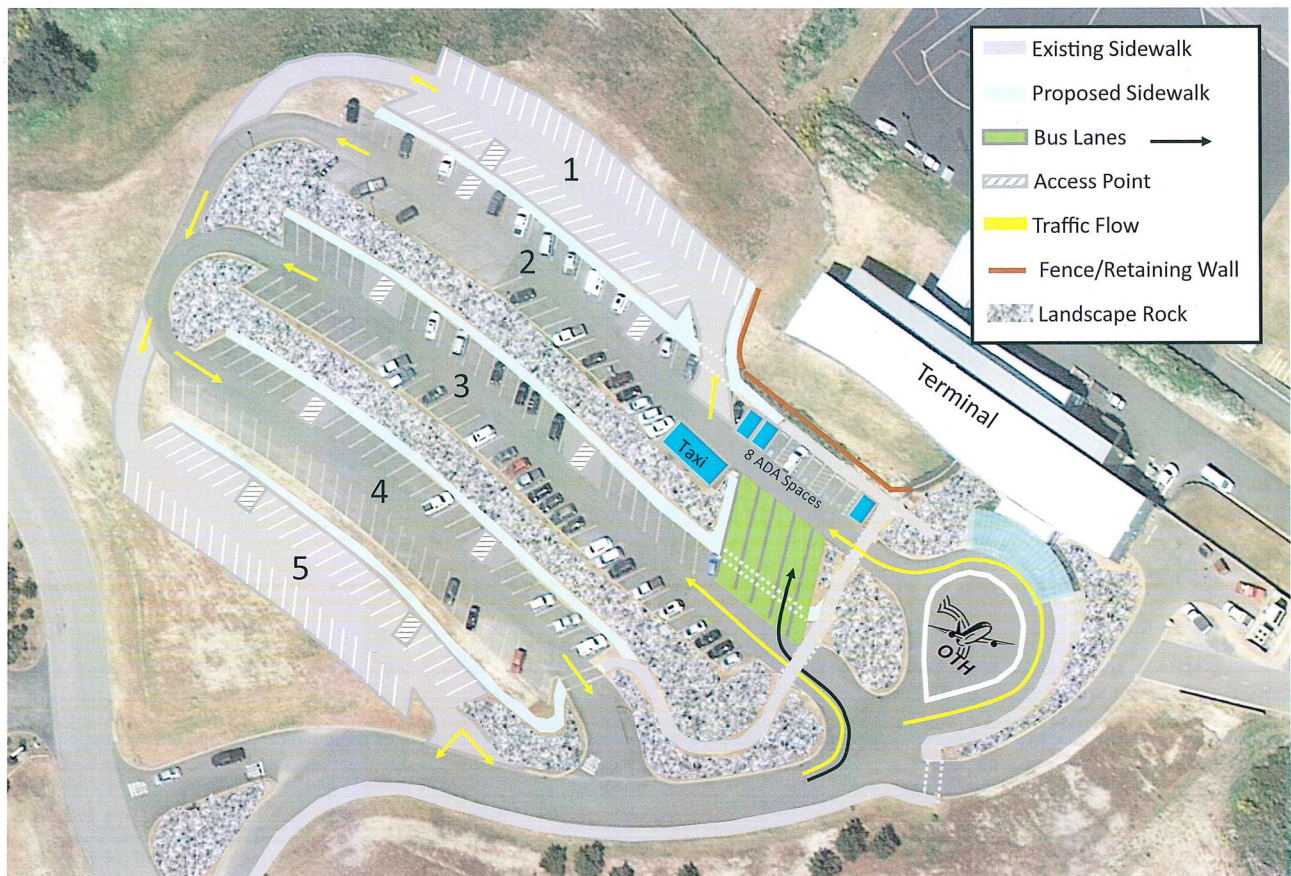
General Aviation (GA) activity at Southwest Oregon Regional Airport continues to grow. From January through October 2025, the airport recorded 1,806 GA landings, representing a 6.55% increase compared with the same period in 2024.

Capital Improvement & Planning Projects

- 1. Business Enterprise Center (BEC) Parking Lot Reconstruction** - The BEC facility and parking lot are approximately 45 years old. Other than occasional restriping, the parking lot has received minimal maintenance and had reached the end of its useful life. Knife River Materials was engaged to reconstruct and overlay the BEC parking lot. During the removal of the existing asphalt, a sinkhole was discovered and repaired. The new asphalt surface has been placed, and staff have begun restriping the parking lot.
- 2. Terminal Parking Lot Expansion** – This project is now substantially complete, with only a few punch-list items remaining for the contractor. Combined with the new employee parking area constructed earlier this year, these efforts have delivered an additional 105 parking spaces. Once the project is fully closed out, staff will install new signage to

support wayfinding and efficient use of the expanded parking areas.

- Terminal Parking Lot Landscaping** - Knife River Products has been engaged to install river rock landscaping in between the five rows of parking and in front of the terminal building. The overall project is expected to be completed by the end of December.



- Shuttle Bus Parking Lot Improvements** - Johnson Rock Products was engaged to reconfigure a portion of the former terminal parking lot currently used by shuttle bus operators to store their vehicles. The reconfiguration and restriping are designed to accommodate the size better and the turning movements of these larger vehicles. The project has been completed, and staff are now working with three shuttle companies to secure contracts for their use of the lot for shuttle fleet storage when not in service.
- 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. The process typically includes an existing-conditions inventory, aviation activity forecasts (submitted to FAA for review), facility requirements, alternatives analysis with stakeholder and public engagement, selection of a preferred development plan, and a phased Capital Improvement Plan with ALP drawings for FAA approval. For NPIAS airports, maintaining a current master plan/ALP is an FAA expectation and practical requirement for AIP funding, with updates generally every 7–10 years. At OTH, the master plan was last updated in 2013; as approved by the Board, Ardurra has been engaged to complete the new update now underway, with initial site

work completed and the first Project Advisory Committee meeting anticipated in January 2026.

The team at Ardurra has already completed the draft Inventory chapter of the plan. In an airport master plan, the Inventory chapter provides a snapshot of the airport's current conditions, documenting existing facilities, operations, and constraints. The information compiled in this chapter serves as the baseline for the subsequent forecasts, facility requirements, and alternatives chapters in the planning document.

Ardurra is currently working on the Forecast chapter. In short, the Forecast chapter answers the question, "How much and what kind of aviation activity do we expect in the future?" and establishes the quantitative foundation for the facility requirements, alternatives, and implementation elements of the master plan.

Last month, Deputy Director Brittsan submitted a \$28,238 grant request to the Critical Oregon Airport Relief (COAR) program, administered by the Oregon Department of Aviation, to help offset the District's local match requirement for the FAA grant of \$1,073,032, which is funding 95% of the project. A decision on the COAR grant request is expected in 2026.

- 6. RSA Expansion** - Coos County Airport District (CCAD) and the Federal Aviation Administration (FAA) have long prioritized "squaring off" the northwest Runway Safety Area (RSA) for 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 low bid of \$3,275,771.00. This construction cost is in addition to funds previously expended on design, permitting, and construction management. The project will be funded primarily through federal grants.

The contractor has mobilized to the site and staged materials, and barge operations equipped with a crane have begun, including some night work. In the project area, installation of the sheet pile wall is underway. Based on the current schedule, project completion is anticipated on or before February 24, 2026.



Earlier this month, Deputy Director Brittsan submitted a \$126,701.00 grant request to the Critical Oregon Airport Relief (COAR) program, administered by the Oregon Department

of Aviation, to help offset the District's local match requirement for FAA grants totaling \$3,592,404.00, which are funding 95% of the project. A decision on the COAR grant request is expected in 2026.

- 7. 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 in January 2026.

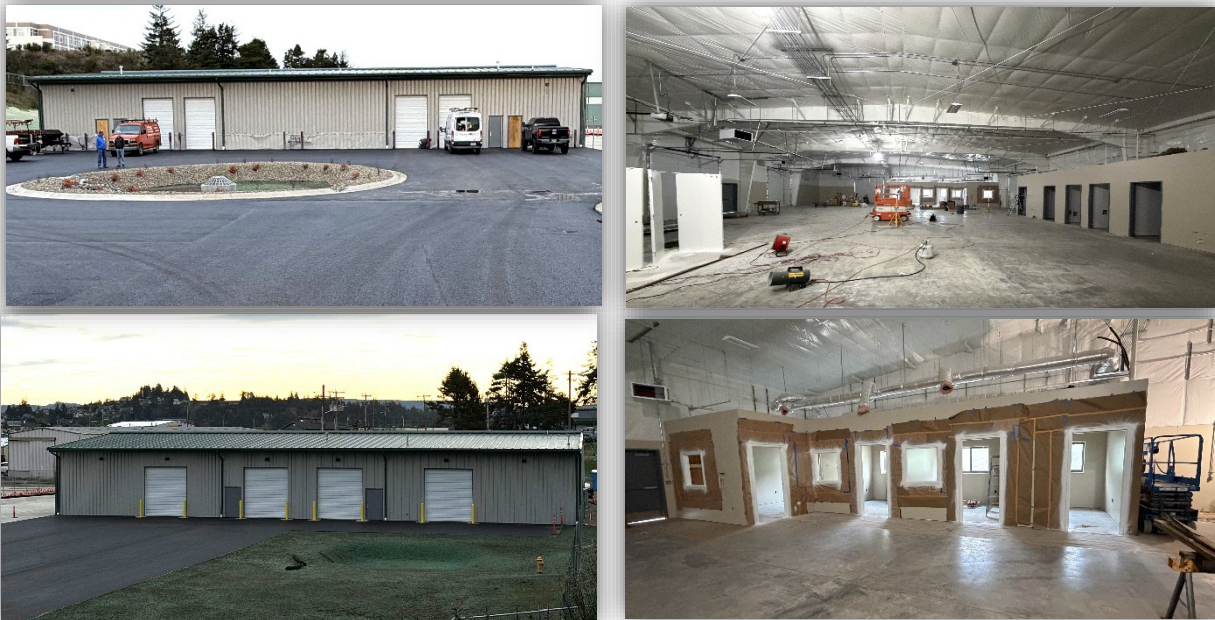


- 8. New Cargo Facility** - Construction of the new 9,800 sq ft cargo facility is progressing well. The majority of the building exterior has been completed, and most of the interior walls have been erected. Installation of the electrical and climate-control systems is underway. The parking lot and back ramp were paved last week, and fencing is scheduled to be installed the first week of December.

The erection of an additional interior wall section that will divide the building into three

separate leasable spaces is on hold while the contractor prepares a cost estimate based on recently completed engineer's drawings. Due to supply chain delays, some exterior doors are still on order. Overall project completion is expected in January 2026.

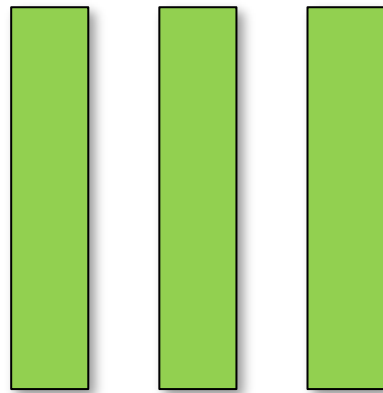
This facility will enhance service to existing partners, attract new cargo opportunities, and support economic growth in the South Coast region. We are currently in discussions with two prospective tenants.



- 9. Commercial Tarmac Expansion** - As shared with the Board at its October meeting, the surge in commercial passenger traffic has brought some growing pains—most notably the need to expand terminal parking and upgrade the concourse. The parking lot is substantially complete, with only landscaping and signage remaining, and concourse upgrades are underway. The current timing of the daily SFO and DEN flights has also highlighted capacity constraints on the commercial aircraft apron. When CRJ-200s 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 is 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 flight operations.

Working with our engineer of record, Ardurra, we have presented this issue to our FAA project team and requested its inclusion in the District's rolling five-year Capital Improvement Plan. At this time, it appears the FAA has accepted our justification for the project. The current planning horizon anticipates design in late 2026 and construction in 2027. The estimated cost to expand the apron to allow for two commercial jets is approximately \$1,200,000.

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 4, 2025

SUBJECT: Ratification of Facility Lease Amendment with FedEx

BACKGROUND:

In 2022, FedEx relocated from its former on-airport cargo facility—a WWII-era structure that was later demolished—to 1841 Myrtle Street, a hangar on the south ramp. The Myrtle Street location was intended as a temporary site in light of plans to construct a new cargo facility, and the lease was therefore structured as a three-year term, which expired at the end of February of this year. Since early this year, CCAD has been working with FedEx on an amendment to extend the lease through February 2026 or until substantial completion of the new cargo facility.

An [amendment](#) to the lease has now been negotiated by representatives of both CCAD and FedEx. The substantive terms of the lease amendment are as follows:

- Lease term: March 1, 2025 – February 28, 2026
- Termination clause: February 28, 2026, or 60 days after issuance of the Certificate of Occupancy for the new cargo facility
- Base rent: \$4,261.81 per month (representing a 3% increase over the previous year)

FISCAL IMPACT:

The lease revenue equates to \$4,261.81 per month, or \$51,141.72 annually, with past-due amounts payable upon execution of the amendment.

LEGAL CONSIDERATION:

This report and the lease amendment have been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify the lease amendment with FedEx

MOTION:

Move to ratify the lease amendment with FedEx for the facility located at 1841 Myrtle Street.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 4, 2025

SUBJECT: Ratification of Lease Agreements with Enterprise

BACKGROUND:

In 2015, CCAD entered into a 30-year facility lease with Coos Aviation for the former airport terminal building. The lease allows Coos Aviation to sublease portions of the building, subject to CCAD and FAA approval.

In late 2023, a representative of Coos Aviation requested approval to sublease office space to EAN Holdings, LLC dba Enterprise Rent-A-Car (Enterprise). In 2024, staff secured consensus from the CCAD Board and the FAA for the proposed sublease, along with a separate land lease for a portion of the adjacent parking lot to be used for fleet storage and the construction of a car wash. Over the past year, representatives from Coos Aviation, Enterprise, and CCAD have worked together and have reached agreeable terms on both the sublease for a portion of the old terminal and the land lease for a portion of the adjacent parking lot.

The substantive terms related to the land lease between CCAD and Enterprise are as follows:

- Term: 60 months and an additional three separate 5-year renewal options.
- Rent: Base ground rent of \$4,608 per year for the equivalent of 24 parking spaces. The rent will increase by 15% at the beginning of each renewal term.
- Improvements: Tenant constructs and maintains its improvements at its own cost, subject to landlord plan approval.
- Utilities: Tenant is responsible for all utilities related to tenant improvements.

FISCAL IMPACT:

The annual lease revenue equates to \$4,608. In addition, pursuant to the lease with Coos Aviation, CCAD will receive 5% of Coos Aviation's sublease revenues from Enterprise.

LEGAL CONSIDERATION:

This report and the related lease agreements have been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify the [lease](#) and [recognition](#) agreements with Enterprise.

MOTION:

Move to ratify the ground lease and recognition agreements with Enterprise.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 4, 2025

SUBJECT: Cargo Facility Construction Project Change Order #4

BACKGROUND:

The former CCAD cargo facility, a WWII-era structure, was demolished several years ago. In October 2021, the Coos County Airport District applied to the Oregon Department of Transportation (ODOT) for a grant from the Multimodal Transportation Fund (MMTF) through the Connect Oregon VIII Program to assist with funding the construction of a Cargo and Pacific Northwest Seafood Transfer Facility, and was awarded \$3,000,000.

In December 2023, CCAD engaged Ardurra, the District's aviation architect and engineer of record, to provide project-related design services, assist with project bidding, and perform construction administration.

In February 2025, the Board awarded a construction contract to H3 General Contractors for the construction of the cargo facility and associated apron in the amount of \$4,062,291. The contract amount included a project contingency of \$320,000.00, recognizing that, as is typical with capital projects, unforeseen conditions would likely require contract modifications (change orders).

The Board approved Change Orders #1 and #2 at its August Board meeting. Those change orders included: (1) installation of PVC conduit for primary power to be relocated around the project site, including trenching, conduit, sweeps, and vault; (2) installation of additional utility conduit around the project site; (3) City of North Bend structural building plan review and permit fee; and (4) removal of buried logs discovered beneath the construction site. Collectively, the cost of Change Orders #1 and #2 was \$126,128.

The Board subsequently approved Change Order #3 at its October Board meeting for: (1) removal of legacy steam and water pipes from the construction site; (2) a color change for select metal trim; and (3) additional stainless-steel trim at the base of the building. The cost of Change Order #3 was \$10,787.

CCAD has now received Change Order #4, which includes: (1) adding an ADA ramp; (2) rerouting bath fan exhaust; (3) installing a backflow preventer per the Water Board's requirements; and (4) substituting an alternative heating unit of lower cost. The cost of Change Order #4 is \$15,253.

FISCAL IMPACT:

Project Contingency:	\$320,000.00
Change Order #1	\$ 80,571.00
Change Order #2	\$ 45,557.00
Change Order #3	\$ 10,787.00
Change Order #4	<u>\$ 15,253.00</u>
Contingency Remaining:	\$167,832.00

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify Change Order #4 from H3 General Contractors.

MOTION:

Move to ratify Change Order #4 to the Concourse Construction Project, in the amount of \$15,253.00.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 4, 2025

SUBJECT: Concourse Capital Improvement Project Change Order #3

BACKGROUND:

The existing commercial terminal was constructed in 2008. Due to budget constraints and cost overruns at the time, several elements of the original design were value-engineered out. A notable example is the concourse connecting the lower terminal level to the aircraft apron. The original design called for a fully enclosed concourse; however, the final construction consisted of 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 continuously exposed to the coastal marine environment, accelerating wear, corrosion, and maintenance needs.

To address these issues and improve the passenger experience, CCAD engaged HGE Architects to design the enclosure and upgrade of the concourse between the apron 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 competitive bid process was conducted. In addition to the base scope of work, bidders were asked to provide pricing on the following alternates:

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

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

As is typical with capital improvement projects, unforeseen conditions have required contract modifications. During the removal of metal siding slated for reuse, the panels were found to be in poorer condition than anticipated. At its September 2025 meeting, the Board approved Change Order #1 for \$21,471.00 to address this issue.

Subsequently, it was determined that additional work was needed both to meet current code and to improve long-term durability: (1) installation of an additional egress light to satisfy current building code requirements; and (2) substitution of stainless-steel sprinkler heads, hangers, and

fire sprinkler pipe in the windbreak area to better withstand the coastal environment. At its October 2025 meeting, the Board approved Change Order #2 for \$4,603.46 for this work.

CCAD has now received a proposed third change order to cover unanticipated costs related to: (1) directing contractors to leave the worksite for the day on 10/17/25 due to a rescheduled United departure originally planned for 10/16/25; (2) removal and reinstallation of flashing at the elevator roof; and (3) installation of power for future automatic doors and a conduit for future camera wiring. The amount of proposed Change Order #3 is \$5,162.33.

FISCAL IMPACT:

Original Contract Sum:	\$766,799.00
Change Order #1	\$ 21,471.00
Change Order #2	\$ 4,603.46
Change Order #3	<u>\$ 5,162.33</u>
New Contract Sum:	\$798,035.79

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify Change Order #3 from Tom E. Gayewski Construction, Inc.

MOTION:

Move to ratify Change Order #3 to the Concourse Capital Improvement Project, in the amount of \$5,162.33.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 4, 2025

SUBJECT: Attach Automatic Vehicle Gates to the Airport's Lenel ACS

BACKGROUND:

In 2020, the design and construction of the new Airport Rescue and Fire Fighting (ARFF) station included funding for the installation of the Lenel Access Control System (ACS) and the Milestone video surveillance system.

Soon after the completion of the ARFF station, the terminal's Diamond II ACS, originally installed during terminal construction in 2008, began experiencing technical issues and had reached the end of its useful life. The manufacturer of the Diamond II system was no longer in business and could therefore no longer provide support. As a result, it was determined that the ARFF station's Lenel ACS would be expanded to handle all of the Airport's access control needs. Following a formal competitive bid process, the CCAD Board of Commissioners approved a contract with ADT (since acquired by Everon) at its February 23, 2023, meeting to upgrade the terminal's ACS and integrate it into the Lenel system.

The scalability of the Lenel platform provides the Airport with the flexibility to add card reader control to the automatic vehicle gates. Currently, gate access is managed through a separate gate card issued to each individual, with gate codes manually maintained by the Airport Security Coordinator. Any changes, adding or removing an individual's access, must be programmed separately at each gate. Integrating the gates into the Lenel system would allow gate access to be controlled via each individual's badge, eliminating the need for separate gate cards and separate gate programming.

Everon has provided a [quote](#) for equipment and labor to hardwire the three perimeter vehicle gates into the Lenel ACS, including installation of a card reader PIN pad and one 4MP security camera at each gate entrance.

FISCAL IMPACT:

\$113,140.13

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Approve Everon to hardwire the three (3) perimeter vehicle gates to the Lenel ACS, and approve the sole source procurement on the basis that this system is currently in use by CCAD and adding the gates into the current system is the most cost effective solution for the District. This includes the installation of the card reader, pin pad, and one 4MP security camera for each gate. The new cameras will be added to the Milestone system for remote viewing and recording.

MOTION:

Move to approve Everon to hardwire the three (3) perimeter vehicle gates to the Lenel ACS, in the amount of \$113,140.13