

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Wednesday June 17, 2026 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER & INTRODUCTIONS

### SECTION 1 - CONSENT CALENDAR:

May 20, 2026 Board Meeting Minutes	03-05
Financial Report / Check Register	06-11
Maintenance / Operations Report	12-13
Public Relations / Communications Report	14-16

### SECTION 2 - PRESENTATION:

Verbal

### SECTION 3 - EXECUTIVE DIRECTOR REPORT:

19-22

### SECTION 4 - ACTION ITEMS:

Supplemental Budget Hearing / Resolution 2026-06-01	24-27
Budget Hearing / Resolution 2026-06-02	28-31
Acceptance of FY 2024-25 Independent Audit	32-33
Amendment No. 1 to Ardurra Work Order 25-02	34-35
Apron Expansion - Scope of Work	36-37
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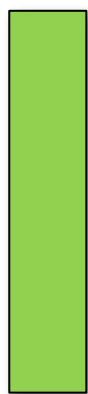
## PUBLIC COMMENTS

## CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting July 15, 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 Wednesday, May 20, 2026 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 (Zoom)

Caddy McKeown, Commissioner (Zoom)

#### Counsel Present

Melissa Cribbins

#### Absent:

Brent Pahls, Commissioner

#### Staff Present

Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Rick Skinner, Project Manager; Wyatt Nelson, Intern

#### Media and Guests Present

Wayne Reiter (Zoom); Bennet and Dace Gregory; Rose Jorjorian

### SECTION 1: CONSENT CALENDAR

#### Motion:

Upon a motion by Vice Chair Benetti (Second Commissioner McKeown) the Consent Calendar from April 2026 was unanimously approved.

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

### SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Executive Director Craddock reported that commercial passenger traffic was down approximately 1% through the first four months of the year compared to the same period in 2025. He noted that the decline was primarily attributable to a number of flight cancellations, diversions, and delays that impacted passenger counts by roughly 300 enplanements. Despite the slight decrease, passenger activity remains significantly above pre-2025 levels, and staff remains optimistic that traffic will continue to grow, particularly with the start of seasonal Denver service.

Craddock highlighted several recent community and facility milestones, including successful ribbon-cutting events for the Coastal Landing Café and the renovated terminal concourse, which collectively attracted more than 200 attendees. He also discussed ongoing efforts to address invasive Scotch broom throughout airport properties. Through partnerships with the City of North Bend, Bay Area Beautification, and other organizations, substantial vegetation removal has been completed, with additional phases planned and future discussions focused on replanting and long-term site restoration.

The Board received an update on airport facilities and infrastructure projects. Work is underway to replace aging exterior siding at the BLM building, a project that evolved from a planned repainting effort after deterioration was identified. Brainard reported that the work is progressing well and is expected to be completed within the next month. He also noted continued efforts to market the cargo facility and explore aeronautical uses associated with cold-storage operations.

Looking ahead, Craddock discussed the planned apron expansion project, which is being added to the Airport Capital Improvement Program. The project will allow two commercial aircraft to occupy the apron simultaneously, reducing taxiway delays and improving the passenger experience. Preliminary environmental and design work will begin prior to grant approval, with the project expected to receive approximately \$1.5 million in FAA funding and requiring a local match of approximately 6.25%. The project will include stormwater mitigation measures to satisfy environmental requirements and avoid more extensive federal review processes.

### SECTION 3: PRESENTATION

Local artisan and developer Bennett Gregory presented a conceptual Airport Beautification Project intended to enhance the visual appeal and visitor experience of the airport. Gregory described his background in construction, land development, sculpture, and botanical garden design, explaining that the concept originated following discussions with airport staff regarding potential development opportunities and beautification efforts. He stated that the project was intended to create a lasting community asset and showcase the character and natural beauty of the South Coast.

The presentation included conceptual renderings of numerous improvements throughout the airport property. Proposed features included a redesigned entrance with timber-framed architectural elements, stone walls, landscaped Zen gardens, a decorative moon gate, water features, public art installations, sculpted marine-themed artwork, stained-glass elements, murals depicting regional themes, and enhanced signage. Gregory emphasized the use of natural materials, low-maintenance landscaping, and artistic features intended to create a distinctive sense of place while reflecting the area's land, sea, and aviation heritage.

Gregory noted that the project would likely require implementation in phases and involve collaboration with specialized artisans, stone masons, glass artists, and other skilled craftspeople. During the presentation, Board members and staff discussed several design considerations, including traffic circulation impacts associated with proposed fountain features, maintenance requirements, and the potential locations of various project elements. Gregory acknowledged that specific design details could be adjusted as needed while preserving the overall vision of the project.

Following the presentation, airport staff and Board members expressed appreciation for the creativity, effort, and artistic vision demonstrated in the proposal. Staff noted that the Airport District's current

financial resources and available grant programs are largely dedicated to federally approved aviation-related infrastructure projects, limiting the District's ability to pursue a beautification project of this scale at this time. Board members acknowledged the project's appeal and potential long-term value but emphasized the District's obligation to follow public procurement requirements, funding restrictions, and fiscal responsibilities. The consensus of the Board was that, while supportive of airport beautification efforts in principle, the proposed project was not feasible under current funding and regulatory constraints.

## SECTION 4: ACTION ITEMS

### Motion:

Commissioner McKeown (Second Commissioner Brainard) moved that the Board approve the lease agreement between CCAD and Federal Express Corp for the lease of space within the Airport's cargo facility.

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

### Motion:

Vice Chair Benetti (Second Commissioner McKeown) moved that the Board authorize acceptance of the donated 1991 Oshkosh ARFF vehicle from Redmond Airport, when it becomes available, and to approve the costs for relocation to the Southwest Oregon Regional Airport.

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

### Motion:

Commissioner McKeown (Second Vice Chair Benetti) moved to authorize staff to continue evaluating the proposed IFA loan refunding opportunity associated with the DHS build-to-suit project and to work with any necessary refinancing documents for future Board consideration and potential approval.

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

### Motion:

Vice Chair Benetti (Second Commissioner Brainard) moved that the Board of Commissioners ratify Change Order 2 to the contract with West Coast Contractors for the Runway 5/23 Runway Safety Area Expansion project in the amount of a \$179.63 credit, resulting in a revised contract total of \$3,275,465.77.

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

## COMMISSIONER COMMENTS

Vice Chair Benetti thanked his fellow commissioners for moving the scheduled Board meetings to the third week of the month, as this worked much better for his schedule.

**Meeting adjourned to Executive Session at 8:28 a.m.**

**Meeting adjourned at 8:50 a.m.**

## COOS COUNTY AIRPORT DISTRICT

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**DATE:** June 18, 2026

**SUBJECT:** Acceptance of May 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 District's website. The fund summary shows all funds are within appropriation levels, with 91.67% of the fiscal year elapsed, and general fund property tax collections at 100.55% 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 \$1,234,201.11 (accounts payable) and \$136,371.27 (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
05/01/26	21565	Superior Construction Consulting Services	Const	4,620.00
Total 05/01/26:				<u>4,620.00</u>
05/07/26	21566	Coos Bay North Bend Water	BEC	204.86
05/07/26	21567	Coos Bay North Bend Water	BLM	509.22
05/07/26	21568	Umpqua Valley Fire Service	BLM	805.00
05/07/26	21569	Oregon Pacific Bank	DHS	11,585.21
05/07/26	21570	Umpqua Valley Fire Service	DHS	225.00
05/07/26	21571	Bandon Chamber of Commerce	Gen	380.00
05/07/26	21572	CnB Security	Gen	600.00
05/07/26	21573	Coastal Landing Café	Gen	690.00
05/07/26	21574	Continental Batteries Systems	Gen	33.84
05/07/26	21575	Coos Bay North Bend Water	Gen	1,490.19
05/07/26	21576	HGE Architects	Gen	695.00
05/07/26	21577	McCowan Clinical Laboratory	Gen	1,900.00
05/07/26	21578	Melissa Cribbins Attorney at Law	Gen	2,002.00
05/07/26	21579	NW Natural	Gen	301.23
05/07/26	21580	NW Natural	Gen	36.29
05/07/26	21581	NW Natural	Gen	297.27
05/07/26	21582	NW Natural	Gen	104.99
05/07/26	21583	SecureCom	Gen	203.75
05/07/26	21584	South Coast Shopper	Gen	620.00
05/07/26	21585	Standard Insurance	Gen	1,057.94
05/07/26	21586	Volaire Aviatin	Gen	2,266.00
Total 05/07/26:				<u>26,007.79</u>
05/14/26	21587	Western Exterminator Company	BEC	92.65
05/14/26	21588	Western Exterminator Company	BLM	163.50
05/14/26	21589	Umpqua Valley Fire Service	DHS	125.00
05/14/26	21590	Western Exterminator Company	DHS	213.00
05/14/26	21591	Comfort Flow	Gen	1,389.00
05/14/26	21592	Comp-U-Talk	Gen	511.00
05/14/26	21593	Country Media	Gen	102.08
05/14/26	21594	Ferrellgas	Gen	137.88
05/14/26	21595	Industrial Source	Gen	303.23
05/14/26	21596	KVAL	Gen	2,588.00
05/14/26	21597	Lighthouse Radio Group	Gen	300.00
05/14/26	21598	South Coast Office Supply	Gen	151.51
05/14/26	21599	SDAO	Gen	122,759.50
05/14/26	21600	Stephanie Stroud CPA	Gen	300.00
05/14/26	21601	Streamline	Gen	1,038.00
05/14/26	21602	The Legend	Gen	500.00
05/14/26	21603	Umpqua Valley Financial	Gen	3,500.00
05/14/26	21604	Umpqua Valley Fire Service	Gen	676.25
05/14/26	21605	Western Exterminator Company	Gen	174.13

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 05/14/26:				<u>135,024.73</u>
05/20/26	21607	Superior Construction Consulting Services	Const	<u>4,620.00</u>
Total 05/20/26:				<u>4,620.00</u>
05/21/26	21608	West Coast Contractors	Const	952,816.95
05/21/26	21609	Bay Cities Ambulance	Gen	1,035.00
05/21/26	21610	Ardurra	Const	24,819.80
05/21/26	21611	Bi-Mart Corporation	Gen	187.91
05/21/26	21612	Cardmember Service	Gen	2,891.13
05/21/26	21613	Robert Hood	Gen	14.47
05/21/26	21614	KVAL	Gen	<u>2,300.00</u>
Total 05/21/26:				<u>984,065.26</u>
05/28/26	21615	Farr's True Value	BLM	125.49
05/28/26	21616	Sherwin-Williams	BLM	376.29
05/28/26	21617	Umpqua Valley Fire Service	BLM	555.00
05/28/26	21618	Ziplay Fiber	DHS	305.34
05/28/26	21619	Ace Hardware	Gen	757.88
05/28/26	21620	Cardinal Employment Service	Gen	3,399.48
05/28/26	21621	Coos Head	Gen	199.83
05/28/26	21622	Country Media	Gen	548.00
05/28/26	21623	Englund Marine	Gen	56.49
05/28/26	21624	Golders Napa	Gen	37.03
05/28/26	21625	Industrial Source	Gen	198.93
05/28/26	21626	Industrial Steel & Supply	Gen	13.58
05/28/26	21627	Kyle Electric Inc	Gen	271.53
05/28/26	21628	Oil Changer	Gen	50.78
05/28/26	21629	Oregon Pacific Company	Gen	137.00
05/28/26	21630	Perry's Supply	Gen	298.72
05/28/26	21631	Platt Electric	Gen	290.41
05/28/26	21632	Roto Rooter	Gen	86.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
05/28/26	21633	Teletron Communications	Gen	80.00
05/28/26	21634	Umpqua Valley Tractor	Gen	559.02
05/28/26	21635	West Coast Fencing	Gen	32.98
Total 5/28/26:				<u>8,379.78</u>
Grand Total:				<u>1,158,097.56</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
05/05/26	DB20260505	Payroll 04/05/2026	Gen	38,183.73
05/05/26	DB20260505	Internal Revenue Service	Gen	11,047.37
05/05/26	DB20260505	Oregon Department of Revenue	Gen	<u>3,323.52</u>
Total 05/05/26:				<u>52,554.62</u>
05/12/26	DB20260512	PERS	Gen	<u>16,030.05</u>
Total 05/12/26:				<u>16,030.05</u>
05/20/26	DB20260520	Payroll 04/20/2026	Gen	37,766.84
05/20/26	DB20260520	Internal Revenue Service	Gen	10,895.97
05/20/26	DB20260520	Oregon Department of Revenue	Gen	<u>3,300.90</u>
Total 05/20/26:				<u>51,963.71</u>
05/28/26	DB20260528	PERS	Gen	<u>15,822.89</u>
Total 05/28/26:				<u>15,822.89</u>
Grand Total:				<u>136,371.27</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
05/04/26	DB20260504	Authnet Gateway Billing	Gen	15.00
05/04/26	DB20260504	Bankcard Merchant	Gen	<u>127.24</u>
Total 05/04/26:				<u><u>142.24</u></u>
Grand Total:				<u><u>142.24</u></u>

# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Wednesday, June 17, 2026

## Maintenance and Operations Report

This report provides an update on ongoing maintenance activities, operational initiatives, and staff development efforts throughout the airport district. Several long-term projects continue to progress steadily and remain on schedule, recognizing that many infrastructure improvements require sustained effort and coordination over multiple months. Staff continue to balance these initiatives while maintaining day-to-day operational readiness and facility upkeep.

## Ongoing Maintenance and Infrastructure Projects

Several previously reported projects continue to move forward, including the Everon access control integration project, runway closure "X" lighting modifications, storm water permit renewal activities, and the BLM siding project. While these projects require ongoing attention and coordination, each is progressing well and advancing toward completion.

## Maintenance Division Work Allocation

Maintenance personnel remain actively engaged across a broad range of responsibilities throughout the airport district. Currently, staff are primarily divided into three focus areas: supporting the BLM building siding replacement and painting project alongside the project manager, conducting routine and preventative airfield maintenance activities, and addressing facility maintenance needs across airport-owned properties and buildings.

## Brush Clearing and Property Maintenance

Maintenance staff have also undertaken brush clearing and vegetation management efforts along Arthur Street between Colorado Avenue and Connecticut Avenue. This work supports improved appearance, accessibility, and ongoing property maintenance.

## Part 139 Hazardous Materials Training

Operations and maintenance personnel are completing required Part 139 hazardous materials training to maintain regulatory compliance and ensure staff are properly prepared to respond to incidents involving hazardous materials. Continued training remains a critical component of maintaining safe airport operations.



### ARFF Fleet Enhancement

The airport recently received a donated ARFF vehicle that included several valuable pieces of equipment, including an extension ladder, two Jaws of Life rescue tools, and an airfield radio. Staff are currently evaluating and outfitting the vehicle with the goal of incorporating it into operational service, further strengthening the airport's emergency response capabilities.

### Succession Planning and Leadership Transition

A significant focus over the past eighteen months has been succession planning within the Operations Department as the Operations Manager progresses toward retirement. During this period, the Operations Supervisor has received increasing levels of responsibility and training, with this transition accelerating over the past three months. The majority of operational decisions and daily leadership responsibilities are now being spearheaded by the Operations Supervisor to support a smooth and effective transition when the retirement occurs.



# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

## June 12, 2026

### Overview

Communications and community outreach continued to be the focus of this month's efforts. Those efforts included promoting airport services, strengthening community partnerships, and highlighting the impact of the airport on the region. Traditional and digital advertising was updated and enhanced to reach travelers who now have two options flying out of and into OTH. Those efforts were enhanced by Destination Marketing Organizations that are promoting the Denver flight across their channels.

### Marketing & Digital Campaigns



Marketing efforts continued with updates to advertising, promotional campaigns, and passenger information. Work is also underway to enhance certain café signage, expand and refresh in-terminal advertising opportunities, and develop additional content for terminal video monitors. Ongoing messaging promotes the seasonal Denver route and year-round San Francisco route, as well as Free Parking, Short Lines, and the Café.

I welcomed our influencer couple, Sarah and Myles of Adventuring Eyes (Denver), who I loved seeing exiting the plane with cameras in hand. They also took pictures of the new picture wall and the downstairs area before picking up their vehicle from our rental car company and making their way to our in-terminal advertiser, the Ko-Kwell Casino.

We also welcomed a contingency of federal, regional, and local leaders on two separate occasions who utilized the boardroom for meetings with their stakeholders. These are excellent ways to get our airport in front of leaders who may be making funding decisions down the road.

Digital advertising remains strong, as do our communication efforts online and through email newsletters. Both remain consistently above average in the opening rate and other indicators. I am in the process of evaluating our list of recipients to ensure we are not sending to people who are no longer with their organization or whose needs to get information have changed.



## Communications, Outreach & Public Engagement



The airport hosted a successful Bay Area Chamber of Commerce Business After Hours and Ribbon Cutting Event at the new Air Cargo and Cold Storage Facility on May 28. Approximately 50 community members, business leaders, elected officials, and partners attended the event, which showcased the facility's role in supporting regional commerce and cargo operations

on the South Coast. Also in attendance was the Regional Director of FedEx. He helped cut the ribbon, and utilized the opportunity to network with local businesses and chamber members. There were a lot of new folks attending who had not been at chamber events previously.

I have also had meetings with local media regarding the proposed Fiscal Year 2026-27 budget, highlighting investments intended to support commercial air service development, passenger amenities, and marketing initiatives.



### Recognition & Award Preparation

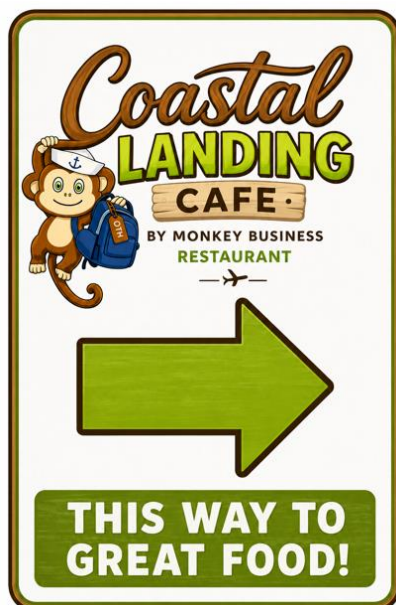
Preparations continue for the retirement of ARFF and Operations Manager Bob Hood, following 33 years of dedicated service to the Coos County Airport District. Efforts include Board recognition, commemorative materials, and opportunities for staff and community members to celebrate his contributions to airport operations, maintenance, safety, and emergency response..

### Airport Heights Park Update

The Airport Heights Park Steering Committee did not meet this month due to a lack of quorum. Despite the meeting cancellation, project progress continues. Rotary continues to work behind the scenes to secure funding for the first phase of the project.

The committee received an invitation to submit a full application to the Judith Ann Mogan Foundation following acceptance of the project's Letter of Intent. A grant writer is researching pre-development grant opportunities that may fund the civil engineering work associated with the SHN agreement, while legal counsel continues finalizing the contract with SHN.

Next steps include pursuing additional pre-development funding opportunities, advancing future fundraising efforts once the SHN agreement is finalized, and incorporating SHN representatives into future Rotary Airport Heights Park Committee meetings to assist with project planning and development.

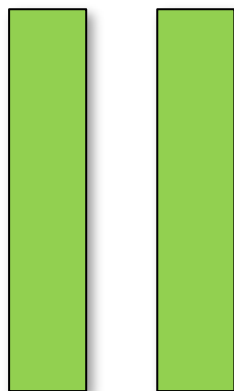


Baseball season has brought many people to the park. The Ian Spaulding Tournament was held a few weeks ago and brought over 400 people for the fund-raiser.

### Overall Summary

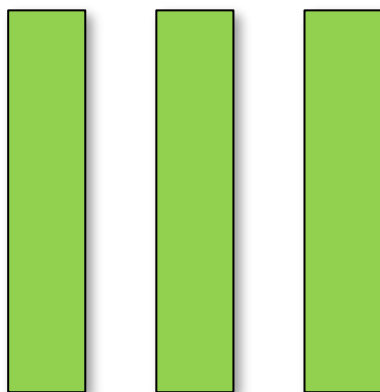
In conclusion, this month's efforts focused on promotion airport services, strengthening community partnerships, supporting economic development, and keeping the public informed. Through marketing, outreach, special events, and ongoing collaboration with community partners, the airport continue to build awareness of the services it provides while supporting opportunities that benefit both the airport and the South Coast Region.

SECTION



PRESENTATIONS

# SECTION



# EXECUTIVE DIRECTOR'S REPORT

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

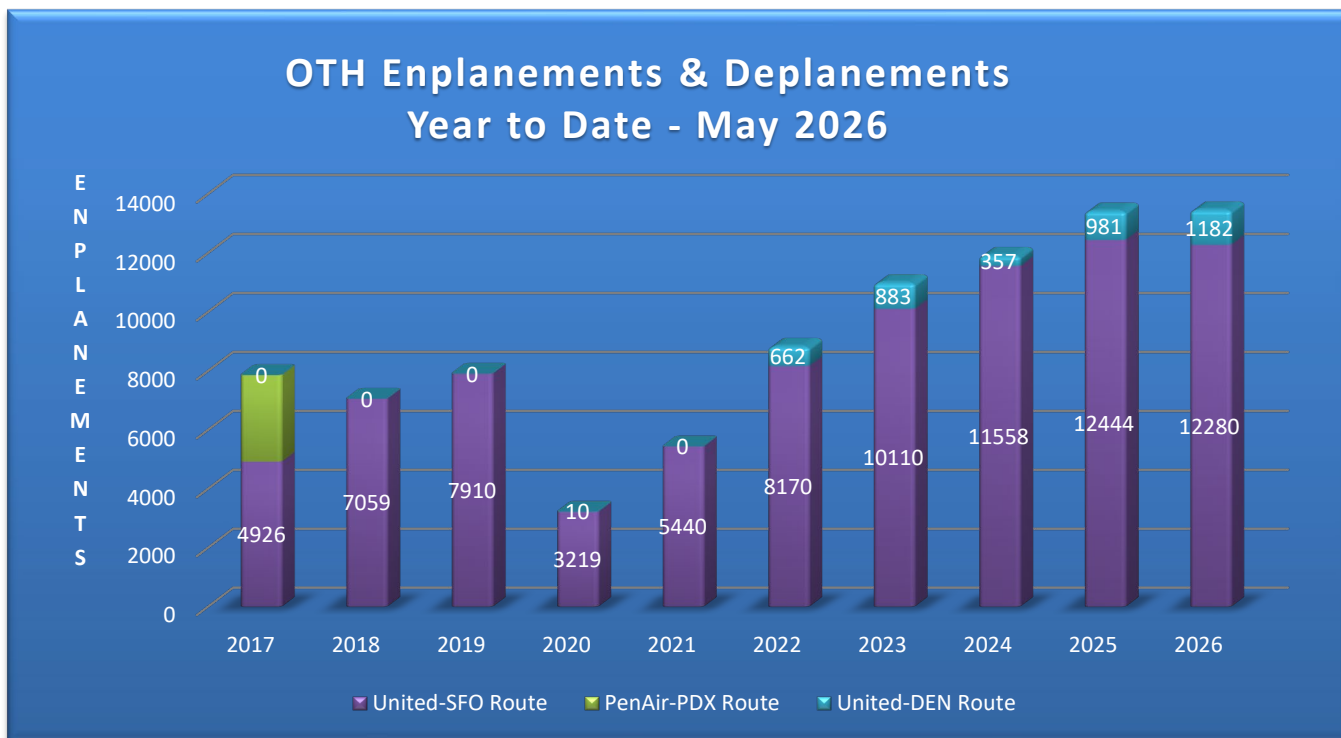
Wednesday, June 17, 2026

## Commercial Passenger Traffic

Through the first five months of 2026, Southwest Oregon Regional Airport recorded 13,462 commercial passengers, consisting of 12,280 passengers on the San Francisco route and 1,182 passengers on the Denver route. This represents an increase of 37 passengers, or 0.3 percent, compared to the same period in 2025, making 2026 the strongest year-to-date passenger performance in the airport's history.

The San Francisco route remains the airport's primary commercial air service connection, carrying 12,280 passengers through May 2026, a slight decrease from the 12,444 passengers recorded during the same period in 2025. Despite the modest decline, passenger volumes remain near record levels and continue to provide access to United Airlines' extensive domestic and international network.

The Denver route continues to show strong growth. Although United Airlines' seasonal daily Denver service did not begin until May 21, 2026, the route carried 1,182 passengers during the final days of May, an increase of 20.49 percent over the same period in 2025. The strong early-season performance demonstrates continued demand for direct service between Southwest Oregon and the Denver hub and positions the route for another successful summer season.



## Possible Passenger Security Screening Changes Ahead



Recently, a proposal included in the President's Fiscal Year 2027 budget request has raised concerns among airports nationwide. The proposal would require approximately 220 to 250 small commercial service airports, including many rural airports, to transition from federally employed Transportation Security Administration screeners to private security screening contractors. Currently, participation in the Screening Partnership Program is voluntary and only a small number of airports

nationwide utilize private screening companies.

Supporters of the proposal argue that the change could reduce federal costs while maintaining federal funding and oversight of passenger screening operations. Under the proposal, the federal government would continue to fund airport security screening; however, screening services at affected airports would be provided by private contractors rather than federal employees. The Administration has estimated that the change could generate approximately \$52 million in annual savings. Airport organizations and industry stakeholders have expressed concerns regarding the availability of qualified contractors, the ability to recruit and retain screening personnel in rural communities, and the potential disruption that could occur during the transition process. At this time, the proposal has not been approved by Congress, but airport industry groups are actively engaging federal lawmakers to ensure that airports retain the ability to determine which screening model best meets their operational needs and the needs of the traveling public.

## Airport Celebrates Completion of New Cargo Facility

The Southwest Oregon Regional Airport recently hosted a Chamber of Commerce Business After Hours event and ribbon-cutting ceremony at the Airport's newly completed cargo facility. Approximately 50 Chamber members, business leaders, and community members attended the event, which provided one of the first opportunities for the public to tour the interior of the new facility and learn about its role in supporting the region's transportation infrastructure.

During the event, attendees heard presentations regarding the importance of air cargo logistics and the critical role cargo transportation plays in everyday life by

supporting commerce, supply chains, medical shipments, e-commerce deliveries, and regional economic development. The event highlighted the Airport's continued investment in infrastructure that strengthens the local economy and enhances opportunities for future business growth throughout the South Coast region.



## Scotch Broom Removal Efforts Continue

The Coos County Airport District continues to make significant progress in removing invasive Scotch broom from airport properties. Through grant-funded projects, community partnerships, and volunteer efforts, approximately 500 cubic yards of Scotch broom have been removed to date, improving both the appearance and fire safety of airport lands.

Phase 1 of the project, funded through a City of North Bend grant administered by Fire Chief Jim Brown, removed more than 300 cubic yards of Scotch broom near the Department of Human Services facility, with disposal support provided by Les' Sanitation. Phase 2 expanded removal efforts near the North Bend Wastewater Treatment Plant and behind the Bureau of Land Management facility, bringing the total removed to approximately 500 cubic yards.

Additional work is planned within the Airport District's business park area in the near future. While the progress made has been substantial, significant amounts of Scotch broom remain on airport property, and long-term eradication efforts will require continued work and future grant funding.

The Airport District is also exploring reseeding opportunities with the Coos Watershed Association and Outer Limits Construction to establish desirable vegetation in cleared areas, helping prevent Scotch broom from returning. Community volunteers have also contributed to the effort, with Oregon Bay Area Beautification removing an estimated 30 cubic yards of invasive vegetation during a recent cleanup event at Airport Heights Park.

The Airport District extends its appreciation to all of the organizations, volunteers, and partners whose efforts continue to improve the safety, appearance, and environmental health of airport properties.

## District Recognizes Project Manager Rick Skinner



This month marks the conclusion of a long and successful working relationship between the Coos County Airport District and Rick Skinner of Superior Construction Consulting Services. The District first contracted Rick in early 2017 to serve as the owner's representative and project manager for the construction of the Department of Human Services building.

Over the past nine years, Rick has played an instrumental role in the planning, oversight, and





SECTION

IV

ACTION ITEMS

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Resolution 2026-06-01 – Supplemental Budget for Fiscal Year 2025/2026

**BACKGROUND:**

The Coos County Airport District (District) adopted its Fiscal Year 2025/2026 budget through Resolution 2025-06-01 in accordance with Oregon Local Budget Law.

During the preparation of the Fiscal Year 2024/2025 budget, the District anticipated transferring \$550,000 from the Bureau of Land Management (BLM) Fund to the General Fund. However, due to lower-than-anticipated expenditures during Fiscal Year 2024/2025, the District ultimately transferred only \$100,000. As a result, approximately \$450,000 remained in the BLM Fund and was carried forward into Fiscal Year 2025/2026.

When the Fiscal Year 2025/2026 budget was prepared and adopted, the full financial impact of the reduced transfer from the prior fiscal year was not reflected in the budget. As a result, additional resources remained available within the BLM Fund. The existence and amount of these unanticipated resources were identified during the recently completed Fiscal Year 2024/2025 audit, necessitating a change in the District's financial planning through the supplemental budget process.

Oregon Revised Statutes (ORS) 294.471 authorizes local governments to adopt a supplemental budget when an occurrence or condition arises that was not known at the time the original budget was prepared and requires a change in financial planning. Because the proposed changes exceed ten percent of the expenditures within the affected funds, ORS 294.473 requires the District to hold a public hearing before adoption of the supplemental budget.

The proposed supplemental budget recognizes an additional \$460,082 in available resources within the BLM Fund and authorizes an additional transfer of \$467,633 from the BLM Fund to the General Fund. The supplemental budget will align the District's budget with available resources and provide the necessary appropriation authority to transfer and utilize the funds during the current fiscal year.

**FISCAL IMPACT:**

Approval of Resolution 2026-06-01 will increase budgeted resources within the BLM Fund by \$460,082 and authorize an additional transfer of \$467,633 to the General Fund. The supplemental budget does not increase the District's tax rate or create any additional tax obligation.

**LEGAL CONSIDERATION:**

ORS 294.471 and ORS 294.473 authorize the District to adopt a supplemental budget when an occurrence or condition not known at the time the original budget was prepared requires a change in financial planning. Because the proposed changes exceed ten percent of the expenditures within the affected funds, a public hearing is required and has been duly noticed in accordance with Oregon budget law.

**RECOMMENDATION:**

Staff recommends that the Board conduct the required public hearing, receive any public testimony regarding the proposed supplemental budget, close the public hearing, and adopt Resolution 2026-06-01 approving the supplemental budget for Fiscal Year 2025/2026.

**MOTION:**

Motion to adopt Resolution 2026-06-01 approving a supplemental budget for Fiscal Year 2025/2026, recognizing additional resources within the BLM Fund, authorizing the associated transfer to the General Fund, and making the necessary appropriations as set forth in the resolution.

**COOS COUNTY AIRPORT DISTRICT**

In the Matter of Approving the  
Supplemental Budget to the  
Fiscal Year 2025/2026 Budget  
For the appropriation of funds in the  
BLM Fund and General Fund

Resolution 2026-06-01

WHEREAS, pursuant to Resolution 2025-06-01, the Coos County Airport District ("District") Board of Commissioners adopted the Fiscal Year 2025/2026 Budget; and

WHEREAS, ORS 294.471 authorizes a local government to adopt a supplemental budget when an occurrence or condition that was not ascertained when preparing the original budget requires a change in financial planning; and

WHEREAS, the Fiscal Year 2024/2025 budget anticipated a transfer of \$550,000 from the Bureau of Land Management ("BLM") Fund to the General Fund; and

WHEREAS, due to lower-than-anticipated expenditures during Fiscal Year 2024/2025, the District transferred only \$100,000 from the BLM Fund to the General Fund; and

WHEREAS, as a result, approximately \$450,000 remained in the BLM Fund and was carried forward into Fiscal Year 2025/2026; and

WHEREAS, the Fiscal Year 2025/2026 budget did not fully account for the increased BLM Fund balance and corresponding transfer capacity resulting from the reduced transfer in Fiscal Year 2024/2025; and

WHEREAS, the District has identified resources that were not reasonably known at the time the Fiscal Year 2025/2026 budget was prepared and adopted and desires to recognize and appropriate those resources through the supplemental budget process; and

WHEREAS, ORS 294.471 and ORS 294.473 authorize the governing body to adopt a supplemental budget following a public hearing when the proposed changes exceed ten percent of the fund's expenditures as most recently amended; and

WHEREAS, a public hearing on the proposed supplemental budget was duly noticed and held on June 17, 2026;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Coos County Airport District that the following supplemental budget for Fiscal Year 2025/2026 is hereby adopted and appropriations are adjusted as follows:

BLM Fund:

Resources	
Beginning Cash on Hand	\$250,632
Additional Cash on Hand	<u>\$460,082</u>
	\$710,714
Requirements	
BLM Transfers to General Fund	<u>\$617,633</u>
	\$617,633

General Fund:

Resources	
Transfers in from BLM Fund	\$150,000
Additional Transfers in from BLM Fund	<u>\$467,633</u>
	\$617,633

BE IT FURTHER RESOLVED that the appropriations set forth herein are hereby authorized for Fiscal Year 2025/2026.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

ADOPTED by the Board of Commissioners of the Coos County Airport District this 17th day of June, 2026.

\_\_\_\_\_  
Jason Bell, Chairman

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Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Resolution 2026-06-02: Adopting the Fiscal Year 2026/2027  
Budget and Certification of Tax Rate

**BACKGROUND:**

The local government budget process is governed by Oregon Revised Statutes (ORS) 294.305 through 294.565. The Coos County Airport District's (District) annual budget serves as the District's financial plan and includes estimates of revenues and expenditures for a single fiscal year. Through the budget process, the District evaluates its operational, capital, and strategic needs in light of available revenue sources. The adopted budget provides the legal basis for the expenditure of public funds and authorizes the District to levy property taxes.

In accordance with Oregon budget law, the District has complied with all applicable statutory requirements related to the preparation, publication, review, and approval of the Fiscal Year 2026/2027 budget. The Budget Committee reviewed and approved the proposed budget on May 13, 2026, and recommended its adoption by the Coos County Airport District Board of Commissioners.

The approved budget document has been made available for public inspection and is posted on the District's website. [Approved Budget FY 2026/2027](#)

As required by Oregon law, a public hearing on the approved budget has been scheduled and properly noticed for the June 17, 2026, meeting of the District's Board of Commissioners. The purpose of the hearing is to provide members of the public with an opportunity to comment on the budget before the Board of Commissioners consider adopting Resolution 2026-06-02.

**FISCAL IMPACT:**

Adoption of Resolution 2026-06-02 will establish appropriations for Fiscal Year 2026/2027 and certify the District's permanent tax rate of \$0.24 per \$1,000 of assessed value for collection during the fiscal year.

**LEGAL CONSIDERATION:**

The budget process has been conducted in accordance with Oregon Local Budget Law, ORS 294.305 through 294.565. Adoption of Resolution 2026-06-02 is required to establish appropriations and certify the District's tax rate for Fiscal Year 2026/2027. Legal counsel has reviewed and approved Resolution 2026-06-02.

**RECOMMENDATION:**

Staff recommends that the Board conduct the required public hearing including receiving any public testimony regarding the Fiscal Year 2026/2027 Budget, close the public hearing, and consider adoption of Resolution 2026-06-02 adopting the Fiscal Year 2026/2027 Budget and certifying the District's tax rate.

**MOTION:**

Motion to adopt Resolution 2026-06-02 adopting the Coos County Airport District Fiscal Year 2026/2027 Budget of \$14,491,732, making appropriations, and certifying the District's permanent tax rate of \$0.24 per \$1,000 of assessed value for General Government purposes.

## COOS COUNTY AIRPORT DISTRICT

Resolution Adopting the Fiscal Year  
2026/2027 Budget and Certification of Tax  
Rate

Resolution 2026-06-02

BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the budget for the 2026/2027 Fiscal Year in the sum of \$14,491,732, now on file at the District Office, located at 1100 Airport Lane, North Bend, Oregon; and,

BE IT FURTHER RESOLVED that the Board of Commissioners of the Coos County Airport District hereby imposes the taxes provided for in the adopted budget at the tax rate of \$0.24 per \$1,000.00 of assessed value for operations, and that these taxes are hereby imposed and categorized under general government limitations for the tax year 2026/2027 upon the assessed value of all property within the District; and,

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are appropriated as follows:

<b>General Fund</b>		<b>Total</b>
Operations	\$5,018,503	
Debt Service	\$ 282,470	
Transfers to other Funds	\$ 196,690	
Contingency	<u>\$ 132,715</u>	<b>\$5,630,378</b>
<b>Construction Fund</b>		<b>\$3,956,270</b>
<b>BLM Fund</b>		
Operations	\$ 302,510	
Debt Service	\$ 465,150	
Transfer to other Funds	\$ 300,000	
Contingency	<u>\$ 11,561</u>	<b>\$ 1,079,221</b>
<b>DHS Fund</b>		
Operations	\$ 256,620	
Debt Service	\$ 957,150	
Transfer to other Funds	\$ 500,000	
Contingency	<u>\$ 9,075</u>	<b>\$ 1,722,845</b>
<b>BEC Fund</b>		
Operations	\$ 47,254	
Transfer to other Funds	\$ 75,000	
Contingency	<u>\$ 16,840</u>	<b>\$ 139,094</b>

**Building Reserve Fund**

Transfer to other Funds	\$ 500,000	\$ <b>500,000</b>
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**PFC Fund**

Transfer to other Funds	\$ 100,000	\$ <b>100,000</b>
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**Unemployment Fund**

Personnel Services	<u>\$ 20,000</u>	<u>\$ 20,000</u>
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<b>Total Appropriations, All Funds</b>		<b>\$13,147,808</b>
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<b>Total Unappropriated and Reserve Amounts, All Funds</b>		<b><u>\$ 1,343,924</u></b>
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<b>Total Adopted Budget</b>		<b>\$14,491,732</b>
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PASSED AND ADOPTED by the Board of Commissioners of the Coos County Airport District on this 17th day of June, 2026.

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Jason Bell, Chairman

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Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Acceptance of Fiscal Year 2024-2025 Independent Audit

**BACKGROUND:**

The Coos County Airport District's ("District") independent auditors, Umpqua Valley Financial, LLC, have completed the District's audit for the fiscal year ending June 30, 2025. [FY25 COOS COUNTY AIRPORT AUDIT REPORT.pdf](#)

The audit included a review of the District's financial statements, internal controls, compliance with applicable laws and regulations, and a Single Audit of federal grant programs.

The auditors issued an **unqualified opinion**, commonly referred to as a "**clean audit opinion**," indicating that the District's financial statements present fairly, in all material respects, the financial position and results of operations of the District in accordance with generally accepted accounting principles.

In addition to the financial statement audit, the auditors conducted Single Audits of the District's federal programs, including the Federal Aviation Administration Airport Improvement Program (AIP) and the Passenger Facility Charge (PFC) Program. The auditors issued **unmodified opinions** on the District's compliance with the applicable federal requirements for both programs.

Importantly, the audit identified:

- No material weaknesses in internal controls;
- No significant deficiencies in internal controls;
- No instances of material noncompliance with laws, regulations, contracts, or grant requirements;
- No questioned costs related to federal grant expenditures; and
- No audit findings requiring corrective action.

The audit also reported that there were no prior-year findings requiring follow-up.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with accepting the audit report. Acceptance acknowledges completion of the District's annual independent audit and fulfills the Board's oversight responsibilities related to financial reporting and accountability.

**LEGAL CONSIDERATION:**

Oregon law requires the District to obtain an annual independent audit of its financial records and operations. Acceptance of the audit by the Board of Commissioners serves to document receipt and review of the completed audit report by the governing body.

**RECOMMENDATION:**

Staff recommends that the Board accept the Fiscal Year 2024-2025 Independent Audit as presented.

**MOTION:**

I move that the Board of Commissioners accept the Coos County Airport District Fiscal Year 2024-2025 Independent Audit as presented.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Approval of Amendment No. 1 to Ardurra Work Order 25-02 –  
Runway Safety Area Bulkhead Project Construction  
Administration Services

### **BACKGROUND:**

In May 2025, the Coos County Airport District (CCAD) Board of Commissioners (Board) approved Work Order 25-02 with Ardurra to provide bidding and construction administration services for the Runway Safety Area (RSA) Bulkhead Project. The construction project has been completed and we are working towards closing out the project. The project was funded primarily through Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants.

During construction, the contractor exceeded the contract time established for the project, resulting in an extension of construction activities beyond the duration anticipated under Ardurra's original work order. As a result, additional engineering and construction administration services have been required to support project completion.

Ardurra has submitted Additional Services Addendum No. 1 to Work Order 25-02 requesting compensation for the additional construction administration services required through project completion. The amendment includes additional project management, engineering oversight, coordination with the FAA, attendance at additional construction meetings, one additional site visit by the Senior Project Manager, and an extension of Resident Project Representative services associated with the extended construction schedule.

The proposed amendment increases the work order by \$25,540.

[Ardurra RSA Work Order Amendment](#)

### **FISCAL IMPACT:**

The requested amendment totals \$25,540. The additional cost is directly attributable to the contractor exceeding the contract time and requiring an extension of construction administration services.

Importantly, this amendment does not increase the overall project budget. The additional engineering costs will be funded through liquidated damages assessed against the contractor for exceeding the contract completion time. As such, the amendment effectively reallocates project funds rather than creating a new funding requirement.

**LEGAL CONSIDERATION:**

The District's Professional Services Agreement with Ardurra allows for amendments to address additional services required during the course of a project. The proposed amendment has been prepared in accordance with the terms of the existing agreement and documents additional services necessary to complete construction administration activities associated with the RSA Bulkhead Project.

**RECOMMENDATION:**

Staff recommends approval of Amendment No. 1 to Ardurra Work Order 25-02 and authorization for the Executive Director to execute the amendment.

**MOTION:**

I move to approve Amendment No. 1 to Ardurra Work Order 25-02 in the amount of \$25,540 and authorize the Executive Director to execute the amendment on behalf of the District.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Acceptance of Scope of Environmental Services for Terminal Apron Expansion Project

**BACKGROUND:**

The Southwest Oregon Regional Airport's (Airport) commercial apron was originally designed and constructed to accommodate two commercial aircraft at the terminal simultaneously. At the time of construction, the airlines serving the Airport used smaller regional aircraft, which allowed two aircraft to safely occupy the apron simultaneously.

Over the years, the airline industry has transitioned to larger aircraft, including the Embraer E175 currently utilized by United Airlines on both the San Francisco and Denver routes. Due to the increased size of the E175 aircraft, only one aircraft can safely occupy the commercial apron at any given time.

Because the arrival and departure schedules of the San Francisco and Denver flights are often closely timed, there are several occasions each month when both aircraft are present at the Airport simultaneously. When this occurs, one aircraft is able to utilize the terminal apron while the second aircraft must remain on a nearby taxiway with passengers onboard until the apron becomes available. Depending on operational circumstances, these delays can range from a few minutes to more than an hour. The situation negatively impacts passenger experience, airline operations, and overall airport efficiency.

Recognizing the growing operational constraints associated with the existing apron configuration, Coos County Airport District (District) staff began discussions with the Federal Aviation Administration (FAA) last year regarding the need to expand the commercial apron. While the Airport was unsuccessful in securing FAA funding for the project during the current grant cycle, the apron expansion project has since been included in the Airport's rolling Five-Year Capital Improvement Program and is currently programmed for FAA Airport Improvement Program (AIP) funding in 2027.

In order to remain eligible for a 2027 AIP grant, significant planning work must be completed. This work includes environmental review, archaeological investigations, and preliminary project development activities required by the FAA before grant funding can be awarded. Traditionally, FAA grant awards for these types of projects occur in the spring, generally around April of the grant year.

The proposed apron expansion would extend the terminal apron onto approximately 1.4 acres of undeveloped land and include associated utility and stormwater infrastructure improvements. Before advancing the project, the FAA requires completion of environmental

review documentation, including archaeological investigations and preparation of a documented Categorical Exclusion (CATEX), which determines that a detailed environmental analysis is not required because the project does not have a significant effect on the human environment.

Completion of the environmental review process represents only the first step in preparing the project for federal funding. Once the environmental work has been completed and approved by the FAA, the District will need to advance the project through the design phase. The design effort will include preparation of engineering plans, specifications, cost estimates, and other supporting documentation necessary for construction. Similar to the environmental review process, the design must be completed and approved by the FAA before an AIP grant can be awarded for construction. Staff anticipates returning to the Board at a future date with a scope of services for design and engineering support to ensure the project remains on schedule for a potential 2027 grant award.

The environmental services proposed by Ardurra are therefore a critical first step in positioning the Terminal Apron Expansion Project for future FAA funding and eventual construction during the summer of 2027, subject to FAA grant approval and funding availability.

#### [OTH-Terminal Apron Expansion SOW Environmental Services and Archaeological Study](#)

#### **FISCAL IMPACT:**

Acceptance of the scope of services will authorize environmental review work at an estimated cost of \$48,500. Staff anticipates that the majority of these costs (93.75%) will be reimbursable through a future FAA Airport Improvement Program grant as part of the overall Terminal Apron Expansion Project.

#### **LEGAL CONSIDERATION:**

The proposed environmental services are intended to satisfy FAA environmental review requirements associated with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). Completion of this work is necessary before the FAA can authorize federal funding or approve the project's construction.

#### **RECOMMENDATION:**

Staff recommends that the Board of Directors accept the attached Scope of Environmental Services from Ardurra for the Terminal Apron Expansion Project and authorize the Executive Director to execute the necessary documents and proceed with the environmental review work necessary to position the project for future FAA Airport Improvement Program (AIP) funding.

#### **PROPOSED MOTION:**

I move that the Board of Directors accept the Scope of Environmental Services for the Terminal Apron Expansion Project and Archaeological Study submitted by Ardurra, authorize the Executive Director to execute the necessary documents and approve expenditures not to exceed \$48,500, and further authorize the Executive Director to approve minor scope modifications necessary to satisfy FAA environmental review requirements, provided such modifications do not materially increase the cost of the project without further Board approval.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** June 17, 2026

**SUBJECT:** Consideration of Agreement for Federal Government Relations and Lobbying Services with Accelerate Strategies

**BACKGROUND:**

The Southwest Oregon Regional Airport District (District) benefits annually from the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP), which provides federal funding for airport capital improvement projects that enhance aviation safety, capacity, security, and infrastructure. Through the Airport Improvement Program and other FAA grant programs, the District has successfully secured millions of dollars in federal funding to undertake airfield improvements, safety projects, and other aviation-related infrastructure investments.

While the Airport Improvement Program remains a critical funding source for airport-related projects, many of the District's strategic priorities fall outside the eligibility requirements of traditional FAA grant programs. Opportunities such as business park development, utility extensions, site preparation, economic development initiatives, roadway improvements, and other community-benefiting projects may require the District to pursue alternative federal funding programs, congressional appropriations, and economic development resources.

To position the District to compete for these funding opportunities, staff have explored the possibility of engaging a federal government relations firm with expertise in transportation, aviation, infrastructure, and rural economic development funding programs.

Accelerate Strategies has submitted a proposal to provide federal government relations consulting and lobbying services to the District. Accelerate Strategies specializes in assisting public agencies, transportation organizations, airports, and local governments in securing federal funding and advancing legislative priorities. The firm maintains a full-time presence in Washington, D.C. and has established relationships with members of Congress, congressional staff, federal agencies, and transportation policymakers.

According to the proposal, Accelerate Strategies would assist the District with evaluating opportunities under the FAA Military Airport Program (MAP), identifying and pursuing Congressionally Directed Spending opportunities, coordinating efforts related to USDA Rural Development and rural infrastructure funding programs, advocating for rural airport interests during federal transportation reauthorization discussions, and leveraging federal attention associated with the Pacific Coast Intermodal Port (PCIP) project and other regional initiatives. The proposal also notes the firm's experience working with airports and former military airfields

similar to Southwest Oregon Regional Airport. The proposal further identifies the District as a strong candidate for federal funding opportunities due to its role as the only commercial service airport serving Oregon's south coast and its status as a former military airfield.

Accelerate Strategies currently provides federal government relations and lobbying services to both the Port of Coos Bay and Coos County. District staff understand that the firm has assisted both organizations in securing federal funding and advancing federal legislative priorities. Engaging the same firm may provide opportunities to coordinate regional priorities and strengthen advocacy efforts on projects of mutual interest.

The proposed agreement would provide federal government relations consulting services for a monthly retainer of \$7,500, resulting in an annual cost of \$90,000, plus reimbursement of approved expenses. Travel outside of Washington, D.C. would require prior approval from the District.

## **DISCUSSION**

The District is entering a period of significant growth and capital investment. Recent and planned projects include terminal improvements, airfield safety enhancements, air cargo infrastructure, parking expansion, business park development, and other initiatives intended to support economic growth and improve transportation services throughout the South Coast region.

One area of particular interest is the development of approximately 40 acres of commercially and industrially zoned property owned by the District. While the property represents a significant economic development opportunity, development is constrained by topography, limited infrastructure, and the substantial costs associated with preparing the property for commercial use. Federal funding opportunities that support site readiness, utility extensions, transportation infrastructure, and economic development could help unlock the property's potential and create aviation-related jobs and private investment.

Additionally, the District may be uniquely positioned to pursue opportunities associated with its history as a former military airfield. Programs such as the FAA Military Airport Program could provide access to funding opportunities that are unavailable through traditional FAA grant programs and could support projects such as hangars, utility systems, cargo facilities, fuel infrastructure, access roads, and other airport-related improvements.

The upcoming reauthorization of federal transportation programs also presents an opportunity for the District to advocate for continued investment in airport infrastructure programs and to ensure that the needs of rural and former military airports are considered during the legislative process. Accelerate Strategies proposes assisting the District in monitoring and participating in these discussions while identifying emerging funding opportunities.

Staff believe that establishing a dedicated federal advocacy presence could enhance the District's ability to identify funding opportunities, strengthen relationships with federal agencies and congressional offices, coordinate with regional partners, and compete more effectively for limited federal resources.

**FISCAL IMPACT:**

The proposed agreement would require payment of a monthly retainer of \$7,500, resulting in an annual cost of approximately \$90,000, plus approved reimbursable expenses.

While there is no guarantee that engaging a federal government relations consultant will result in the award of federal funding, staff believe that securing even a modest federal grant or congressional appropriation could substantially offset the cost of the agreement and provide a significant return on investment to the District and the community.

**LEGAL CONSIDERATION:**

The District has the authority to retain professional services that support the operation, development, and financial sustainability of the District. Federal government relations and lobbying services are generally considered professional services and may be procured through direct negotiation when determined to be in the best interest of the District.

**RECOMMENDATION:**

Staff recommends that the Board of Commissioners authorize the Executive Director to negotiate and execute an agreement with Accelerate Strategies for federal government relations and lobbying services substantially consistent with the proposal presented to the Board and within the approved budget authority.

**PROPOSED MOTION:**

I move that the Board of Commissioners authorize the Executive Director to negotiate and execute an agreement with Accelerate Strategies for federal government relations and lobbying services and authorize the Executive Director to take all actions necessary to implement the agreement.