

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, March 26, 2026 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER

## INTRODUCTIONS

### SECTION 1 - CONSENT CALENDAR:

February 26, 2026 Board Meeting Minutes	03-06
Financial Report / Check Register	07-12
Maintenance / Operations Report	13-14
Public Relations / Communications Report	15-16

### SECTION 2 - EXECUTIVE DIRECTOR REPORT:

18-21

### SECTION 3 – ACTION ITEMS:

Budget Committee Appointments	23-24
Safety Deposit Box Access	25-27
RSA Change Order 1	28-29
Concession Agreement with Coastal Landing Cafe	30-37

## PUBLIC COMMENTS

### CHAIRMAN & COMMISSIONER COMMENTS:

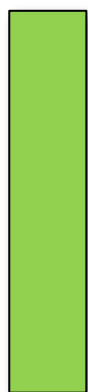
Next Regular Board Meeting April 23, 2026

## EXECUTIVE SESSION

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

## ADJOURN

SECTION



CONSENT  
CALENDAR

# Coos County Airport District

## Regular Board Meeting

February 26, 2026

*Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, February 26, 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 (Zoom)

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Brent Pahls, Commissioner

#### Counsel Present

Melissa Cribbins

#### Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Scott Knight, Maintenance Supervisor; Steve Bettelyoun, Maintenance; Brandon Nelson, Maintenance; Jon Wilson, Maintenance; Shannon Hunt, Maintenance; Del Thurman, Maintenance; Robert Hadden, Maintenance; John Gozalka, Maintenance.

#### Media and Guests Present

John Meynink; Shannon Randle; Marie Simonds (Zoom); Wayne Reiter (Zoom)

### SECTION 1: CONSENT CALENDAR

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) the Consent Calendar from January 2026 was unanimously approved.

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

### SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Passenger activity remained strong, with a 28% increase in 2025 and continued demand into 2026. January passenger counts were essentially flat year over year (1,824 in January 2025 compared to 1,813 in January 2026), indicating sustained air service activity.

The Concourse Capital Improvement Project is substantially complete, with only installation of Acrovyn wall coverings remaining, scheduled for early April. The project addressed deferred maintenance, protected critical infrastructure, improved weatherproofing and code compliance, and enhanced the overall customer experience.

The new Cargo and Pacific Northwest Seafood Transfer Facility is also substantially complete, with final closeout items underway. The first two tenants are expected to begin moving in during March, restoring and expanding cargo capacity.

The Runway Safety Area Expansion Project has experienced delays due to cofferdam and dewatering issues, with a revised estimated completion date of April 2026. Upon completion, the project will bring the runway into full FAA safety compliance and strengthen long-term operational safety.

## SECTION 3: PRESENTATIONS

### Staff Retirement:

**Scott Knight** was recognized for 25 years of outstanding service, leadership, and commitment to the District. Beginning his career in 1996 and later serving as Maintenance Supervisor and one of the District's first ARFF officers, Scott was instrumental in maintaining operational continuity, supporting major construction and redevelopment projects, and strengthening in-house maintenance capabilities. His integrity, consistency, and willingness to step up whenever needed earned him deep respect and left an enduring legacy across the District.

**Steve Bettelyoun** was recognized for 18 years of dedicated service to the District. Known for his exceptional dependability, professionalism, and strong work ethic, Steve played a vital role in supporting daily airport operations and major District growth, including significant facility expansions and infrastructure projects. His steady presence, positive attitude, and commitment to maintaining a safe and efficient working environment left a lasting impact on both the District and his colleagues.

### Master Plan Update:

Wayne Ryder, project manager for Ardurra, presented an update on the airport master plan project, which began in July and is currently one-third complete. The team has completed existing conditions, environmental overview, forecast, and started facility requirements and AGIS surveys. The forecast, submitted to the FAA, projects strong passenger growth at 5.86% over 20 years, modest operations growth at 1.44%, and slight based aircraft growth at 0.5%. The next steps include awaiting FAA approval of the forecast before proceeding with facility requirements and exploring alternatives to address identified needs.

## SECTION 4: ACTION ITEMS

### Motion:

Commissioner McKeown (Second Commissioner Brainard) moved that the Board acknowledge and accept the executed lease agreement with Coos Aviation, as presented, and ratify the Executive Director's signature on the agreement.

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

**Motion:**

Commissioner Pahls (Second Commissioner McKeown) moved that the Board acknowledge and accept the executed lease agreement with REACH, as presented, and ratify the Executive Director's signature on the agreement.

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

**Motion:**

Commissioner Pahls (Second Commissioner McKeown) moved that the Board acknowledge and accept Lease Amendment Number One with the Oregon State Police, as presented, and ratify the Executive Director's signature.

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

**Motion:**

Upon a motion by Commissioner McKeown (Second Commissioner Pahls) moved to approve the Voluntary Commercial Lease Termination Agreement with Scott Lewis and Jeffrey Marineau and authorize the Executive Director to execute the agreement and process the settlement payment.

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

**Motion:**

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) moved to ratify Change Orders #6 and #7 to the Cargo Construction Project, in the combined amount of \$12,929.00.

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

**Motion:**

Commissioner McKeown (Second Commissioner Brainard) moved to approve moving forward with securing quotes for hazardous materials abatement for the District-owned building located at 1509 East Airport Way, as the first step toward eventual demolition and disposal of the structure.

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

**Motion:**

Commissioner Brainard (Second Commissioner McKeown) moved to authorize the Executive Director to execute an engagement with HVS Consulting & Valuation for Developer Search & Selection services related to the proposed airport hotel project, in an amount not to exceed \$45,000.

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

**Motion:**

Commissioner McKeown (Second Commissioner Pahls) moved to approve the extension of the consulting services agreement with Volaire Aviation Consulting through December 31, 2026, and authorize the Executive Director to execute all documents necessary for the extension on behalf of the District.

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

#### Motion:

Commissioner McKeown (Second Commissioner Brainard) moved to accept the COAR grant award in the amount of \$150,000 from the Oregon Department of Aviation.

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

#### Motion:

Commissioner Pahls (Second Commissioner Brainard) moved to accept the \$5,000 grant award from Travel Southern Oregon Coast in support of the Concourse Capital Improvement Project video wall enhancement and authorize the Executive Director to execute all necessary documents to receive the funds.

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

## PUBLIC COMMENTS

Mr. Meynink noted that, since the current Master Plan process will not be addressing “off-airport” portions of the District property, he hopes that the Airport will make other arrangements to plan for the future of the business park and forested areas.

Marie Simonds provided an update on the upcoming 58th PGA Professional Championship at Bandon Dunes Golf Resort from April 26-29, which will feature 312 PGA of America members competing for a spot in the 2026 PGA Championship. The board also learned about ongoing construction of the 33-room Old McDonald Inn at Bandon Dunes, scheduled to open mid-2027.

## COMMISSIONER COMMENTS

Commissioner McKeown thanked Robert Brittsan and Stephanie Kilmer for their work in securing grant offers. Commissioner Pahls expressed his thanks for both retiring maintenance team members, along with all airport staff.

**Meeting adjourned to Executive Session at 8:20 a.m.**

**Public Meeting resumed at 8:35 a.m. and then adjourned.**

# COOS COUNTY AIRPORT DISTRICT

---

**DATE:** March 26, 2026

**SUBJECT:** Acceptance of February 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 66.67% of the fiscal year elapsed, and general fund property tax collections at 95.99% 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 \$431,907.05 (accounts payable) and \$140,926.69 (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
02/02/26	21321	Superior Construction Consulting Services	Const	4,620.00
Total 02/02/26:				<u>4,620.00</u>
02/05/26	21322	Oregon Pacific Bank	DHS	11,585.21
02/05/26	21323	Coos Bay North Bend Water	Gen	607.16
02/05/26	21324	Coos Bay North Bend Water	Gen	510.44
02/05/26	21325	Coos Bay North Bend Water	Gen	1,617.59
02/05/26	21326	Douglas Fast Net	Gen	166.23
02/05/26	21327	Melissa Cribbins Attorney at Law	Gen	4,238.00
02/05/26	21328	NW Natural	Gen	1,415.97
02/05/26	21329	NW Natural	Gen	270.91
02/05/26	21330	NW Natural	Gen	111.02
02/05/26	21331	Oregon Department of State Lands	Gen	400.00
02/05/26	21332	SDAO	Gen	27,247.00
02/05/26	21333	Standard Insurance	Gen	1,143.37
02/05/26	21334	Stephanie Strououd CPA	Gen	300.00
02/05/26	21335	Lincoln Financial	Gen	275.00
02/05/26	21336	AFLAC	Gen	386.38
02/05/26	21337	KEZI	Gen	1,000.00
Total 02/05/26:				<u>51,274.28</u>
02/12/26	21338	Ardurra	Const	132,239.96
02/12/26	21339	Robert Brittsan	Gen	299.60
02/12/26	21340	CnB Security	Gen	600.00
02/12/26	21341	Comp-U-Talk	Gen	510.00
02/12/26	21342	HGE Architects	Gen	2,587.00
02/12/26	21343	Robert Hood	Gen	84.00
02/12/26	21344	KVAL	Gen	1,815.00
02/12/26	21345	Lighthouse Radio	Gen	300.00
02/12/26	21346	McCowan Clinical Laboratory	Gen	2,280.00
02/12/26	21347	Peterson Machinery	Gen	14,961.08
02/12/26	21348	Rodger Craddock	Gen	282.30
02/12/26	21349	Roto Rooter	Gen	86.00
02/12/26	21350	SAIF Corporation	Gen	1,587.01
02/12/26	21351	South Coast Office Supply	Gen	8,764.18
02/12/26	21352	The Legend	Gen	500.00
02/12/26	21353	Amos Vorster	Gen	864.54
Total 02/12/26:				<u>167,760.67</u>
02/18/26	21354	Superior Construction Consulting Services	Const	4,620.00
02/18/26	21355	Bi-Mart Corporation	Gen	164.81
02/18/26	21356	Cardmember Service	Gen	7,177.32
02/18/26	21357	Government Ethics Commission	Gen	1,497.24

Check Issue Date	Check Number	Payee	Fund	Check Amount
02/18/26	21358	Industrial Source	Gen	303.23
02/18/26	21359	Les Schwab	Gen	1,940.86
02/18/26	21360	NW Natural	Gen	36.15
02/18/26	21361	Reese Electric	Gen	777.72
02/18/26	21362	SecureCom Inc	Gen	1,184.32
02/18/26	21363	SDAO	Gen	95,347.50
Total 02/18/26:				<u>113,049.15</u>
02/26/26	21364	Ppony Creek Development	Gen	50,907.98
02/26/26	21365	Vend West Services	BEC	15.00
02/26/26	21366	Western Exterminator Company	BEC	92.65
02/26/26	21367	Perry's Supply	BLM	64.01
02/26/26	21368	Tri-County Plumbing	BLM	276.77
02/26/26	21369	Western Exterminator Company	BLM	163.50
02/26/26	21370	Knutson's Carpet Hut	Const	60.00
02/26/26	21371	West Coast Contractors	Const	260,121.87
02/26/26	21372	Comfort Flow	DHS	1,816.00
02/26/26	21373	Western Exterminator Company	DHS	213.10
02/26/26	21374	Ace Hardware	Gen	575.40
02/26/26	21375	Bassett-Hyland Energy	Gen	12.74
02/26/26	21376	Bayshore Paints	Gen	89.19
02/26/26	21377	Cardinal Employment Service	Gen	8,026.20
02/26/26	21378	Comfort Flow	Gen	4,462.00
02/26/26	21379	Coos Head	Gen	96.92
02/26/26	21380	Coos Head	Gen	4,462.00
02/26/26	21381	Ferrellgas	Gen	367.54
02/26/26	21383	Golders Napa	Gen	289.40
02/26/26	21384	Kyle Electric Inc	Gen	4,650.00
02/26/26	21385	Oil Changer	Gen	197.93
02/26/26	21386	Peterson Machinery	Gen	260.61
02/26/26	21387	Platt Electric	Gen	225.83
02/26/26	21388	Sherwin-Williams	Gen	71.44
02/26/26	21389	Streamline	Gen	200.00
02/26/26	21390	TK Elevator Corporation	Gen	7,040.69
02/26/26	21391	Tom's Lock & Key	Gen	45.00
02/26/26	21392	Vend West Services	Gen	10.00
02/26/26	21393	Western Exterminator Company	Gen	174.13
02/26/26	212394	Wetherholt and Associates Inc	Gen	1,745.00
Total 02/26/26:				<u>14,910.03</u>
Grand Total:				<u>351,614.13</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
02/02/26	DB20260202	Spectrum	Gen	362.62
02/02/26	DB20260202	Carson Oil Co	Gen	1,773.74
02/02/26	DB20260202	Banner Bank	Const	7,564.35
Total 02/02/26:				<u>9,700.71</u>
02/04/26	DB20260204	North Bend Sanitation	Gen	173.95
02/04/26	DB20260204	North Bend Sanitation	Gen	807.31
02/04/26	DB20260204	North Bend Sanitation	BEC	647.97
02/04/26	DB20260204	North Bend Sanitation	BLM	327.77
02/04/26	DB20260204	North Bend Sanitation	BLM	327.77
Total 02/04/26:				<u>2,284.77</u>
02/06/26	DB20260206	NW Natural	Gen	404.54
Total 02/06/26:				<u>404.54</u>
02/09/26	DB20260209	U.S. Cellular	Gen	299.14
Total 02/09/26:				<u>299.14</u>
02/10/26	DB20260210	Ziplay	Gen	576.32
Total 02/10/26:				<u>576.32</u>
02/18/26	DB20260218	Banner Bank	Gen	119.58
Total 1002/18/26:				<u>119.58</u>
02/20/26	30018	Tom E. Gayewski Construction	Const	50,177.22
02/20/26	DB20260220	Pacific Power	Gen	12,552.97
02/20/26	DB20260220	Pacific Power	Gen	24.44
02/20/26	DB20260220	Pacific Power	BEC	441.55
02/20/26	DB20260220	Pacific Power	BLM	3,124.04
Total 02/20/26:				<u>66,320.22</u>
Grand Total:				<u>79,705.28</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
02/05/26	DB20260205	Payroll 02/05/2026	Gen	41,197.95
02/05/26	DB20260205	Internal Revenue Service	Gen	12,107.54
02/05/26	DB20260205	Oregon Department of Revenue	Gen	3,566.30
Total 02/05/26:				<u>56,871.79</u>
02/12/26	DB20260212	PERS	Gen	17,312.20
Total 02/12/26:				<u>17,312.20</u>
02/20/26	DB20260220	Payroll 02/20/2026	Gen	37,085.84
02/20/26	DB20260220	Internal Revenue Service	Gen	10,839.96
02/20/26	DB20260220	Oregon Department of Revenue	Gen	2,619.96
Total 02/20/26:				<u>50,545.76</u>
02/27/26	DB20260227	PERS	Gen	16,196.94
Total 02/27/26:				<u>16,196.94</u>
Grand Total:				<u>140,926.69</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
02/02/26	DB20260202	Bankcard Merchant	Gen	<u>572.39</u>
Total 02/02/26:				<u><u>572.39</u></u>
02/03/26	DB20260203	Authnet Gateway Billing	Gen	<u>15.25</u>
Total 02/03/26:				<u><u>15.25</u></u>
Grand Total:				<u><u>587.64</u></u>

# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, March 26, 2026

## Monthly Operations & Maintenance Report – Summary

This month, airport staff focused on keeping operations safe, maintaining equipment, and improving facilities. Highlights include ARFF training and community outreach, a donation of SCBA equipment, repairs to vehicles and systems, preparation for a new café, and seasonal airfield and grounds maintenance.

## ARFF Operations & Community Engagement

### SCBA Equipment Donation

During the reporting period, the airport received a generous donation of self-contained breathing apparatus (SCBA) equipment from the Lakeside Fire Department. The donation included Dräger SCBA packs, air bottles, and masks.

The equipment became available after the Lakeside department received grant funding to transition to a different manufacturer, making their existing Dräger units surplus to their needs. Because the airport's ARFF program currently utilizes Dräger equipment, this donation provides valuable backup units and strengthens operational readiness. ARFF Chief Hood will coordinate with other agencies to share excess units with regional partners.

### ARFF Training and Recertification

Operations Agents Sam Ely and Travis Mickelson attended annual ARFF recertification training at the DFW Fire Training Research Center located at Dallas/Fort Worth International Airport (DFW). Training included hands-on, scenario-based instruction in aircraft firefighting, rescue operations, incident command, and emergency response coordination. Participation ensures ARFF staff remain current with required certifications, best practices, and federal standards, supporting continued readiness at the airport.

### ARFF Outreach – Oregon Charter Academy Tour

The ARFF department hosted a visit for 6th and 7th grade students from the Oregon Charter Academy. ARFF Chief Hood provided a hands-on experience with ARFF tools and equipment, allowing students to learn about aircraft firefighting and emergency response. This outreach fosters community awareness and understanding of airport safety operations.



### **ARFF Community Engagement – Student Experience**

A local student interested in a future career in emergency services—who previously shadowed the ARFF team during last year’s Mass Casualty Drill—participated in a “Firefighter for a Day” experience in March. The student gained hands-on exposure to ARFF equipment, procedures, and daily responsibilities, supporting career exploration and ongoing community engagement.

### **ARFF 1 Mechanical Status Update**

Mechanical issues were identified on ARFF 1, including a failed ball valve causing a minor water leak and non-functioning top turret sensors. Despite these issues, the unit remains operational using the nose turret and hand lines and will serve in a backup capacity until repairs are completed.

## **Facility Improvements & Tenant Projects**

### **Vending Area Remodel – Coastal Landing Café**

The Maintenance team began remodeling the former vending machine room to prepare for the Coastal Landing Cafe, scheduled to open in April. Work includes reconfiguring the layout and updating infrastructure to support food service operations, enhancing amenities for passengers and visitors.

### **Seasonal Maintenance Focus**

As spring approaches, the Maintenance team will increase seasonal upkeep on and off the airfield. Regular mowing and vegetation management are required on the airfield to remain in compliance with FAA regulations and to ensure safe aircraft operations. Off-airfield landscaping will maintain a professional appearance for airport facilities and visitor areas.

## **Airfield Infrastructure & System Updates**

### **Runway 13 REIL Lights – Out of Service**

The Runway End Identifier Lights (REIL) on Runway 13 are out of service due to a connection issue between the primary and secondary lights. A NOTAM has been issued, and repairs are planned to restore full functionality.

### **Fire Alarm Communication System Issues**

Staff identified intermittent communication issues with fire alarm monitoring systems in several District buildings, affecting reliable signal transmission. Investigations are underway to evaluate potential changes to telephone and internet service providers to ensure consistent, uninterrupted monitoring.

### **Airfield and Tenant Gate Repairs**

Several gates around the airfield and at tenant properties experienced operational failures. All gates have been repaired except for the gate near Broadway Avenue, which was struck by an unidentified vehicle. The impact caused the clutch on the gate opener to burn out. The airport is awaiting a bid from a local contractor to complete repairs.

# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

---

**March 23, 2026**

## **Overview**

Marketing, community outreach, and social media efforts this period focused on promoting daily service to and from San Francisco, strengthening regional partnerships, and increasing public awareness through coordinated campaigns and communications.

Marketing messaging continues to be updated across platforms to reflect upcoming daily SFO service, highlighting convenience, connectivity, and ease of travel from the South Coast.

## **Marketing & Digital Campaigns**

In partnership with the Coos Bay, North Bend & Charleston Visitor and Convention Bureau (VCB), a 2.5-month targeted campaign in the San Francisco market produced strong results:

- 755,000 impressions
- 5,500 landing page visits
- 32 conversions (clicks to United Airlines booking site)

The campaign focused on a limited geographic area near the airport. Due to its success, the VCB is exploring expanding the campaign footprint to increase reach.

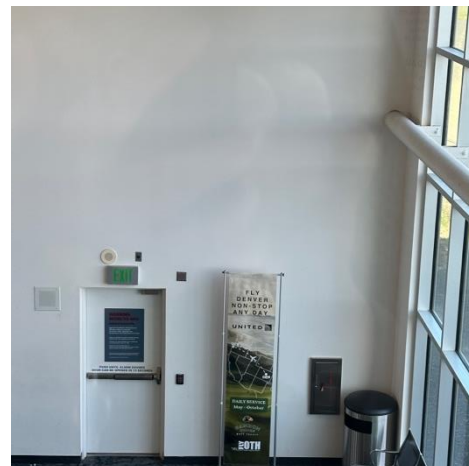
Digital advertising efforts also continued through television marketing that includes Over the Top Advertising (OTT) and focused digital campaigns. According to the KEZI Digital Report for the Coos County Airport District in February, the campaign saw:

- 119,950 impressions | 588 clicks | 0.49% CTR well above the average
- Additional display: 9,803 impressions | 8 clicks | 0.08% CTR

Campaigns targeted travel-focused audiences (age 25+) across Coos, Curry, Douglas, Josephine, and Western Lane counties.

## **Expanded Advertising Opportunities**

I continue to work on expanding In-Terminal Advertising with more requests for opportunities by local and national brands to put their messaging in front of passengers. One of the newest advertisers still working on the final banner advertisement is Southwestern Oregon Community College, with others still pending.



## **Media, Newsletter & Social Media**

Continued development and distribution of newsletters and news content ensured consistent communication of Airport updates, air service information, and projects. Social media engagement remained active across Facebook, Instagram, and Nextdoor. Content

focused on daily SFO service, airport improvements, meeting noticing, items of interest, and community engagement, helping increase visibility and public awareness.

### Operations Support & Passenger Experience

- Assisted in securing a terminal concessionaire
- Began planning for a ribbon-cutting event for the Concourse and Coastal Landing Café
- Coordinated with Amos to provide meals for TSA staff

These efforts support both passenger experience and operational efficiency.



### Visual Assets & Outreach

Continued work to secure updated photo and visual assets for use in newsletters, digital platforms, and presentations.

Additional outreach efforts include:

- Preparing for a podcast interview
- Organizing a Zonta luncheon visit

### Park Steering Committee

In addition to public relations, marketing and outreach, the Airport Park Steering Committee convened for its monthly meeting in March. The minutes for two previous meetings were approved, and the meeting included updates from the Coos Bay-North Bend Rotary and the North Bend Youth Baseball program.

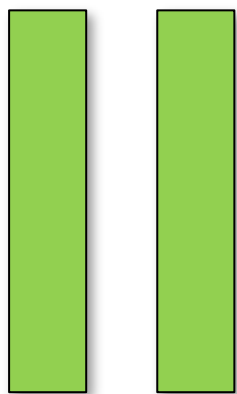
Rotary has updated its website, and a civil engineering firm has been identified to deliver cost estimates for Phase One of the project that will include underground infrastructure and the baseball fields. They are in contract negotiations at this time, following a period of gathering proposals for the phase. Several groups continue to be involved in identifying fundraising opportunities. Approximately \$20,000 in pledges for brick sales have been received. The Board of Realtors has also pledged support. The club is preparing grants as soon as cost estimates are delivered.

The NBYBP will begin preparing the fields for the upcoming baseball season. Teams will begin practicing soon. For the most part, there have not been concerns about vandalism this winter. The next meeting of the steering committee will be held on May 14, 2026.

### Summary Overview

Efforts this period focused on aligning marketing with daily San Francisco service, leveraging successful regional campaigns, and maintaining strong communication through digital, media, and community channels. These coordinated efforts continue to enhance visibility, strengthen partnerships, and position the Airport as a key regional gateway supporting ongoing passenger growth.

SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

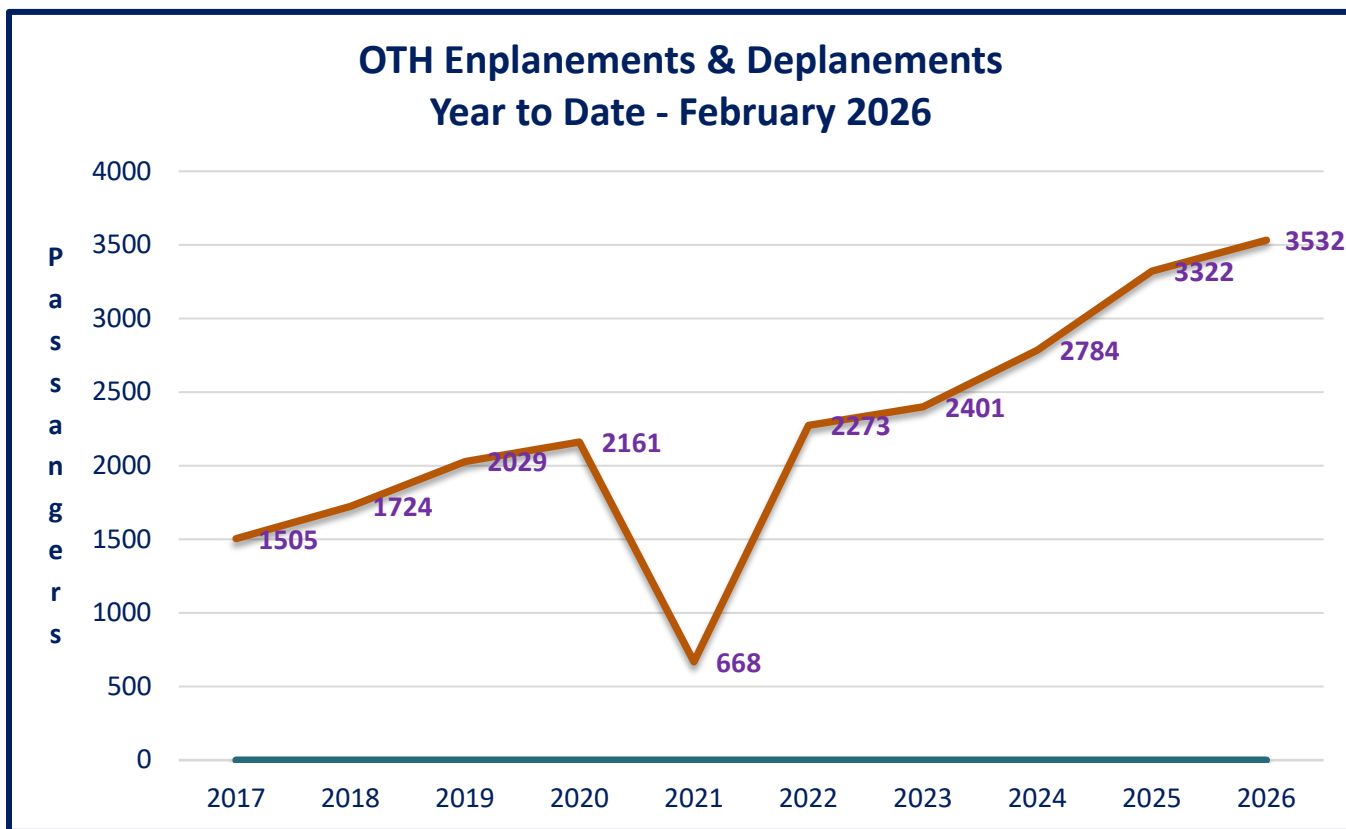
# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, March 26, 2026



Demand for air service at OTH continues to grow. Passenger traffic increased from 33,468 passengers in 2022 to 52,864 passengers in 2025, representing 58% growth over three years. As part of the Airport Master Plan update, Ardurra prepared a forecast assessment projecting passenger growth of approximately 6% annually over the next twenty years, or roughly three times the national average for U.S. airports. Passenger activity in 2026 is already tracking with that projection. Through the first two months of 2026, 3,532 passengers traveled through the terminal

compared to 3,322 passengers during the same period in 2025, representing 6.32% year-over-year growth, which further supports the reasonableness of Ardurra’s forecast. This growth is occurring while the airport is still operating under its winter flight schedule, with only four flights per week to and from San Francisco. As the airport moves into the peak travel season, daily San Francisco service will begin on March 29, and the daily Denver route will begin on May 22, further supporting expectations for continued passenger growth.





The Coos County Airport District continues to pursue opportunities to expand commercial air service at OTH actively. Earlier this year, the airport successfully secured an additional year of funding through the U.S. Department of Transportation's Small Community Air Service Development Program (SCASDP). The primary objective of that grant is to help establish commercial air service to and from Portland, while also supporting broader air service development efforts through financial incentives and marketing support designed to reduce risk for airlines entering

smaller markets. In support of that work, I will attend the Volaire Air Service Forum in San Luis Obispo in mid-April, where I am scheduled for one-to-one meetings with representatives from eight airlines, including two specifically focused on developing a Portland route. Other discussions will include the potential for establishing a southern destination such as Phoenix or Burbank, and a meeting with United will include efforts to expand the peak-season schedule and pursue twice-weekly Denver service during the off-peak season, from November through May. These efforts reflect the airport's ongoing commitment to improving connectivity and expanding travel options for residents, businesses, and visitors on Oregon's South Coast.



The Concourse Improvement Project has now been completed. The project was initiated to better protect the District's substantial investment in the escalators and elevator, address the

failing metal roof, and improve both the visual appearance of the concourse and the overall customer experience. Work completed as part of the project included concourse enclosure and weatherproofing improvements, surface and finish enhancements, and associated code-compliance upgrades. These improvements were necessary to better protect the building envelope from coastal weather exposure, reduce ongoing maintenance costs, and improve the long-term reliability of the facility.

In addition to addressing deferred maintenance issues, the Concourse Capital Improvement Project supports the Airport's broader strategic objective of modernizing terminal facilities to accommodate sustained passenger growth and enhance the travel experience for passengers and visitors. To celebrate the completion of the project, the Airport will host a Concourse Ribbon Cutting Ceremony on April 6, 2026, at 4:00 pm, which will be coordinated with the Coos Bay–North Bend–Charleston Chamber of Commerce. The event will provide an opportunity to recognize the successful completion of the project and highlight the Airport's continued efforts to improve facilities and services for the traveling public.

**COMING SOON TO OTH!**

# Coastal Landing CAFÉ

*Enjoy Great Food & Drinks  
While You Await Your Flight!*

**Daily Flights To & From SFO  
START MARCH 29th!**

*Coming Soon!*

The advertisement features a vibrant scene of an airport tarmac with a United Express aircraft. In the foreground, a table is set with a large iced coffee, a cup of coffee, a bowl of dumplings, a salad, and a burger. A cartoon monkey mascot wearing a sailor's hat and carrying a backpack is climbing a post. In the background, a man and a woman are sitting in airport chairs, looking towards the plane.



The Airport is pleased to welcome a new food concession to the terminal with the upcoming opening of Coastal Landing Café. While most commercial airports offer food service options, it has been several years since the terminal has had an operating café. Jon, Cathy, and Brandon McUne, owners of Monkey Business Café in Charleston, have entered into a lease with the Airport and expect to open Coastal Landing Café within the next few weeks. Initially, the café plans to operate from noon to 2:00 p.m., with expanded hours beginning May 22 from 10:00 a.m. to 2:00 p.m. to better serve passengers traveling on the San Francisco and Denver flights. Below is a sample of their initial menu.

# Coastal Landing

## CAFÉ

Inside Southwest Oregon  
Regional Airport (OTH)

<p><b>BREAKFAST</b>          Biscuits &amp; Gravy - \$8            + Bacon - \$5          Bagel &amp; Cream Cheese - \$6          Bagel &amp; Lox - \$14          Avocado Toast - \$8          APB (w/Pico &amp; bacon) - \$9          APBV (add balsamic) - \$9</p>	<p><b>SANDWICHES &amp; WRAPS</b>          Hot Dog — \$9          Chicken Wraps — \$12-13          BBQ Pork Sandwich — \$12          Veggie Sandwich — \$12          Grilled Cheese — \$9          Crab Cake BLT — \$23</p> <p><b>BURGERS</b>          Cheeseburger — \$12          Bacon Cheeseburger — \$13          Blue Cheese Bacon — \$13          BBQ Sasquatch — \$12          Mushroom Swiss — \$14          Served with chips or potato salad</p>	<p><b>SALADS</b>          Fiesta Salad - \$12          Add Chicken or Shrimp - \$16          Antipasta          Shrimp Cocktail - \$12</p> <p><b>TACOS</b>          1 — \$7   2 — \$13.50   3 — \$19.50          Fish • Shrimp • BBQ Pork • Chicken</p> <p><b>ON THE FLY ✈</b>          Wraps          Yogurt Parfait          Garden Salad          Carrot Cake</p>
--	--	--

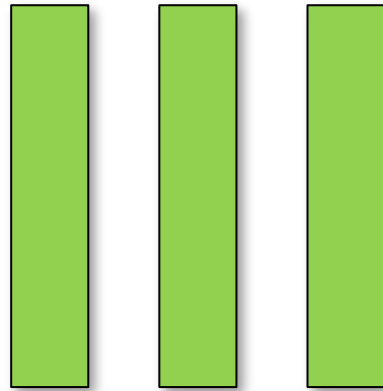
**AWARD-WINNING CHOWDER**  
 Clam Chowder Bowl — \$10  
 Bread Bowl — \$16.75  
 Loaded Chowder — \$12.50  
 Loaded Bread Bowl — \$18.75

Soda • Coffee • Tea • Juice • Italian Soda • Blended Coffee
Menu items subject to change and availability

## OTH Runway Safety Area (RSA) Expansion Project

The RSA Expansion Project is nearing substantial completion. The new retaining wall, consisting of approximately 450 Ultra Blocks, has been installed, allowing the RSA to be expanded as designed, and the temporary cofferdam in Coos Bay has been removed. With the major construction work now complete, nighttime runway closures have ended, and the Instrument Landing System (ILS) is scheduled to be returned to service by April 3rd. The contractor will be on site next week, completing final grading and seeding to finish out the project.

# SECTION



# ACTION ITEMS

# COOS COUNTY AIRPORT DISTRICT

## ACTION REQUEST

**DATE:** March 26, 2026

**SUBJECT:** Appointment of Budget Committee Members

**BACKGROUND:**

Oregon law requires local governments to establish a Budget Committee to review the proposed annual budget and approve it for submission to the governing body. Pursuant to ORS 294.414, the Budget Committee must consist of the governing body plus an equal number of appointed members who are electors of the district.

Members appointed to the Budget Committee serve three-year terms and may be reappointed at the Board of Commissioners' discretion. The role of the Budget Committee is to review the proposed budget, hear the budget presentation by staff, consider public comments, and approve the budget for recommendation to the Board of Commissioners for adoption.

In order to fill upcoming vacancies on the Budget Committee, the open positions were publicly advertised. Staff received a total of six applications, one of which was submitted by a current committee member seeking reappointment. All applications were reviewed by staff and are being presented to the Board for consideration.

The applicants are summarized below:

Name	Residence	Occupation	Experience/Education	History of Community Involvement
MJ Koreiva	Lives in an unincorporated area near Coos Bay	>	>	Served multiple terms as CCAD Budget Committee Member
Tracy Pierce	Lives in an unincorporated area near North Bend	Administrative Assistant / Community Affairs Mgr.	Banker; Non-profit Board Member	Chamber of Commerce; SCDC; SWOCC Advisory Council
Steve Horne	Lives in Coos Bay	Retired/Uber Driver	Master's in Accounting and Finance; CPA Firm work experience; Hospital Consulting for Budgeting	Budget Committee for Coos Bay - 6 yrs

Name	Residence	Occupation	Experience/Education	History of Community Involvement
Jeff Adkins	Lives in an unincorporated area near Coos Bay	Fire Chief	Master's in Public Administration; 19 yrs municipal government with various roles	Board Member with Compass Outreach; Member of Various Firefighter Associations
Charis McGaughy	Lives in Bandon	Founder/Owner of Bandon Tours	Master's in Public Affairs; PhD in Educational Leadership; Retired CB Superintendent	Bandon Chamber of Commerce; Southern Coos Hospital Budget Committee; Bandon Historical Society Board of Directors
Catie Loy	Lives in an unincorporated area Charleston	Owner of Creative Cat Designs	Proofreader and editor; team leader	OBAB Board Member; Bay Area Chamber of Commerce

The applications and letters of interest are attached to this report for the Board's review and consideration.

**FISCAL IMPACT:**

There is no fiscal impact associated with the appointment of Budget Committee members. Committee members serve in a volunteer capacity.

**LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Staff recommends that the Board of Commissioners appoint three of the six applicants to serve on the Coos County Airport District Budget Committee for three-year terms.

**MOTION:**

Move to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to serve on the Coos County Airport District Budget Committee for three-year terms.

# COOS COUNTY AIRPORT DISTRICT

---

## ACTION REQUEST

**DATE:** March 26, 2026

**SUBJECT:** Authorized Access to Safety Deposit Box at Columbia Bank

**BACKGROUND:**

The Coos County Airport District maintains a safety deposit box at Columbia Bank for the secure storage of official District documents and records. These documents may include legal agreements, official resolutions, financial instruments, and other important records that require secure storage.

The bank previously operating as Umpqua Bank has transitioned to Columbia Bank and has requested an updated resolution identifying the individuals authorized to access the District's safety deposit box. The purpose of this resolution is to formally identify those District officials and staff who may access the safety deposit box when necessary for District business.

The proposed resolution authorizes the following individuals to access the safety deposit box:

Joe Benetti – Airport Commissioner

Rodger Craddock – Executive Director

Robert Brittsan – Deputy Director

Amos Vorster – Office Manager

**FISCAL IMPACT:**

There is no fiscal impact associated with the adoption of this resolution.

**LEGAL CONSIDERATION:**

The District's legal counsel has reviewed and approved this report and Resolution 2026-03-01

**RECOMMENDATION:**

Staff recommends that the Board of Commissioners approve Resolution 2026-03-01 authorizing the listed individuals to access the District's safety deposit box at Columbia Bank and directing staff to provide the bank with a copy of the resolution.

**MOTION:**

Move to approve Resolution 2026-03-01 authorizing access to the Coos County Airport District's safety deposit box at Columbia Bank.

## COOS COUNTY AIRPORT DISTRICT

A Resolution Amending Authorized Access  
to the District's Safety Deposit Box at  
Columbia Bank

Resolution 2026-03-01

WHEREAS, the Coos County Airport District (the "District") maintains a safety deposit box for the secure storage of official District documents and records; and,

WHEREAS, Umpqua Bank has changed its name to Columbia Bank and has requested an updated resolution identifying the individuals authorized to access the District's safety deposit box; and,

WHEREAS, the Board of Commissioners finds it necessary and appropriate to update the list of authorized individuals for purposes of conducting District business;

NOW, THEREFORE, BE IT NOW RESOLVED by the Board of Commissioners of the Coos County Airport District as follows:

### SECTION 1. AUTHORIZED USERS

The following individuals are hereby authorized to access, open, and manage the District's safety deposit box at Columbia Bank:

- Joe Benetti, Coos County Airport Commissioner
- Rodger Craddock, Executive Director
- Robert Brittsan, Deputy Director
- Amos Vorster, Office Manager

### SECTION 2. BANK NOTIFICATION

District staff are authorized and directed to provide Columbia Bank with a copy of this Resolution and to execute any documents or forms required by Columbia Bank to implement the authorized access set forth herein.

### SECTION 3. EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption by the Board of Commissioners.

PASSED AND ADOPTED by the Board of Commissioners of the Coos County Airport District on this 26th day of March 2026.

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

\_\_\_\_\_  
Joe Benetti, Vice-Chairman

# COOS COUNTY AIRPORT DISTRICT

---

## ACTION REQUEST

**DATE:** March 26, 2026

**SUBJECT:** Ratification of Change Order No. 1 – Runway 5/23 Runway Safety Area Expansion Project

**BACKGROUND:**

Expanding, or “squaring off,” the northwest corner of the Runway 5/23 Runway Safety Area (RSA) has been a shared priority of the Coos County Airport District (CCAD) and the Federal Aviation Administration (FAA) since adoption of the 2013 Airport Master Plan. The project has remained in the FAA-approved five-year Capital Improvement Programs and is an important airfield safety improvement intended to bring this portion of the RSA into closer conformity with FAA design standards.

In August 2025, the Board awarded the construction contract for the Runway 5/23 RSA Expansion Project to West Coast Contractors (WCC) for \$3,275,771.00.

In addition to expanding the RSA, the project included environmental mitigation work in the area of the former Pony Point Boat Ramp, including the removal of a dock and wooden pilings from the bay. This portion of the work is now nearly complete.

During construction, several bid quantities required adjustment based on actual field conditions. The number of wooden pilings removed from the bay was less than originally estimated, resulting in a credit of \$18,400.00. In addition, revised geogrid requirements reduced the quantity of material needed, resulting in an additional credit of \$1,224.00, for a total credit of \$19,624.00.

Conversely, the project required 136 tons of additional structural fill beyond what had been estimated by the design team. In addition, testing determined that the existing riprap along the shoreline in the project area did not meet required specifications. As a result, an additional 135 cubic yards of riprap was necessary to properly armor the new concrete block wall. The total added cost for the structural fill and riprap was \$19,498.40.

After accounting for both the credits and additional work, Change Order No. 1 results in a net credit of \$125.60.

The construction contract required the project to be completed by February 25, 2026. Due to the contractor’s inability to complete the work within the required timeframe, the project extended beyond the contract completion date and is now anticipated to be completed late this week or early next week.

As a result of the delay, CCAD expects to receive a change order from Ardurra for additional project management and construction administration costs. While the final amount is not yet known, West Coast Contractors has been assessed liquidated damages of \$3,000 per day, as specified in the contract, to help offset additional owner costs and impacts associated with the delay.

Because the work associated with Change Order No. 1 has already been completed in the field as part of ongoing construction, staff is requesting that the Board ratify the change order.

**FISCAL IMPACT:**

The original construction contract with West Coast Contractors was \$3,275,771.00.

Change Order No. 1 results in a net credit of \$125.60, bringing the revised contract total to \$3,275,645.40.

The project is funded through the FAA Airport Improvement Program with applicable state and local matching funds. Additional project management costs may be incurred due to the contractor's delay; however, West Coast Contractors is being assessed liquidated damages of \$3,000 per day as specified in the contract.

**LEGAL CONSIDERATION:**

The construction contract with West Coast Contractors includes provisions allowing for change orders to adjust quantities based on field conditions and to account for unforeseen circumstances encountered during construction. The contract also includes liquidated damages provisions for failure to complete the project within the specified contract time.

Ratification of Change Order No. 1 confirms the Board's approval of the adjustments made during construction and maintains compliance with applicable procurement and contract administration requirements.

**RECOMMENDATION:**

Staff recommends that the Board ratify Change Order No. 1 for the Runway 5/23 Runway Safety Area Expansion Project.

**MOTION:**

I move that the Board of Commissioners ratify Change Order No. 1 to the contract with West Coast Contractors for the Runway 5/23 Runway Safety Area Expansion Project in the amount of a \$125.60 credit, resulting in a revised contract total of \$3,275,645.40.

# COOS COUNTY AIRPORT DISTRICT

---

## ACTION REQUEST

**DATE:** March 26, 2026

**SUBJECT:** Ratification of Concession Agreement – Coastal Landing Café

**BACKGROUND:**

For several years, the Southwest Oregon Regional Airport terminal has lacked a food and beverage concession available for passengers and visitors. In response, Stephanie Kilmer, Public Information Officer, was tasked with recruiting a food concessionaire for the airport terminal. Over the last two years, she has engaged with local restaurant operators to explore opportunities to establish a café concession within the terminal.

Recently, after discussing the opportunity with the owners of Monkey Business Restaurant, they expressed interest in operating a café concession within the terminal under the name Coastal Landing Café. Following discussions regarding the operational concept, lease terms, and necessary improvements to the space, staff negotiated a concession agreement (“Agreement”) allowing the operator to establish a small café within the terminal building.

The Agreement provides approximately 192 square feet of space within the terminal for operation of the café, with non-exclusive use of the adjacent public dining area for passengers and visitors. The premises are to be used solely for the operation of a food and beverage café.

The initial term of the Agreement begins April 1, 2026, and operates on a month-to-month basis during the first year, converting thereafter to annual terms with up to twenty (20) one-year renewal options, subject to mutual agreement between the parties.

Monthly rent and utility charges under the agreement total \$259.20, based on a base rent of \$1.00 per square foot plus utilities of \$0.35 per square foot. The Agreement includes an annual 4% increase beginning April 1, 2027.

The District has agreed to make several minor improvements to the premises to support café operations, including modification of a temporary wall, installation of additional lighting, and installation of a locking security gate.

The Agreement also includes standard provisions related to insurance, indemnification, compliance with TSA security requirements, FAA grant assurances, and nondiscrimination requirements applicable to federally obligated airport property.

Because the operator expressed interest in beginning operations as soon as possible, the Agreement was executed administratively by the Executive Director.

**FISCAL IMPACT:**

The Agreement will generate approximately \$259.20 per month in rent and utility recovery, with annual increases beginning in 2027. In addition to the modest lease revenue, the café concession is expected to improve the overall passenger experience and amenities available within the terminal.

**LEGAL CONSIDERATION:**

The District's legal counsel assisted in the drafting and review of the Concession Agreement. The Agreement places responsibility on the concessionaire to obtain and maintain all permits and approvals required for operation of the café, including any required business licenses, health department permits, and sign permits.

The Agreement also requires the concessionaire to maintain standard insurance coverage, including general liability insurance and workers' compensation insurance, and to name the Coos County Airport District as an additional insured. Additional provisions address indemnification, compliance with TSA security requirements, FAA grant assurances, and nondiscrimination requirements applicable to federally obligated airport property.

**RECOMMENDATION:**

Staff recommends that the Board ratify the Concession Agreement between the Coos County Airport District and Coastal Landing Café by Monkey Business Restaurant for the operation of a café concession within the terminal.

**MOTION:**

Move to ratify the Concession Agreement between the Coos County Airport District and Coastal Landing Café by Monkey Business Restaurant for the operation of a food and beverage concession within the airport terminal.

## CONCESSION AGREEMENT

---

### FOR FOOD & BEVERAGE CONCESSION

This Concession Agreement (“Agreement”) is made between the COOS COUNTY AIRPORT DISTRICT (“District”), a public body corporate and politic of the State of Oregon, and Coastal Landing Café by Monkey Business Restaurant (“Concessionaire”)

#### **ARTICLE I – PREMISES**

The District agrees to lease to Concessionaire approximately one hundred and ninety-two (192) square feet of space within the Southwest Oregon Regional Airport Terminal located at 1100 Airport Lane, North Bend, Oregon (the “Premises”). The Premises shall be solely used for the operation of a food and beverage café.

The Concessionaire shall also have non-exclusive use of the café dining area located within the terminal. The dining area shall remain a common-use public space available to airport passengers, staff, tenants, and visitors. The District retains the exclusive right to regulate and manage this space.

#### **ARTICLE II – TERM**

The initial term of this Agreement shall be month-to-month starting April 1, 2026 until March 31, 2027. After the first twelve (12) month period, the Agreement shall convert to an annual term, commencing on April 1, 2027. The Agreement is renewable annually thereafter for up to twenty (20) one-year renewal periods, subject to mutual agreement. If the Concessionaire wishes to exercise the annual renewal period, the Concessionaire will give the District sixty (60) days written notice of their intention to exercise the renewal option. The District will respond within fifteen (15) days.

#### **ARTICLE III – RENT AND UTILITIES**

Concessionaire agrees to pay the following monthly charges:

Item	Amount
Base Rent (\$1.00 per sq ft × 192 sq ft)	\$192.00
Utilities (\$0.35 per sq ft × 192 sq ft)	\$67.20
<b>Total Monthly Payment</b>	<b>\$259.20</b>

Effective April 1, 2027, the Total Monthly Payment shall increase by four percent (4%) annually. The Total Monthly Payment is due on the first day of the month and is considered late on the fifth day of the month. Late rent is subject to a five (5) percent fee.

#### **ARTICLE IV – DISTRICT IMPROVEMENTS**

The District agrees to modify the Premises at its sole expense as follows:

- Reducing the existing temporary wall to approximately four (4) feet in height with a walkthrough opening.
- Installing additional ceiling lights in the rear area.
- Installing a locking security gate at the entrance to the lease area.

#### **ARTICLE V – SHARED EQUIPMENT**

Concessionaire shall have non-exclusive use of the shared walk-in cooler and freezer located in the Airport Terminal subject to Airport operational rules and health regulations.

#### **ARTICLE VI – HOURS OF OPERATION**

Concessionaire shall maintain business hours reasonably aligned with commercial flight activity unless otherwise approved in writing by the Executive Director.

#### **ARTICLE VII – INSURANCE**

- A. Concessionaire shall obtain and maintain continuously in effect at all times during the term of this Agreement, at Concessionaire's sole cost and expense, the following insurance:
- (i) **Comprehensive general liability insurance** protecting District against any and all liability arising out of or incidental to any acts or omissions of Concessionaire, its Directors and Officers, employees, agents, representatives, contractors, subcontractors, licensees, or invitees related to this Agreement; Concessionaire's use or occupancy of, or operations on or in connection with the Airport, Premises, or any portions thereof; and Concessionaire's rights, responsibilities or duties under this Agreement, in the minimum amount of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate. The general liability insurance shall name the "District, its Officers and Directors, employees, agents, representatives, contractors, subcontractors, licensees, or invitees" as Additional Insureds.
  - (ii) **Workers Compensation** insurance as required by the laws of the State of Oregon or other governing bodies as required. In addition, the Concessionaire shall maintain Employers Liability coverage in the amount of \$1,000,000. The Workers Compensation and Employers Liability insurance shall provide a waiver of subrogation for the District.
- B. **Policy Requirements.** All insurance policies required herein shall be issued by a solvent insurance company or companies acceptable to District and authorized

to do business in Oregon; and shall be conditioned upon thirty (30) days prior written notice to District before such policies may be altered or canceled. Concessionaire shall provide to District certificates of insurance evidencing Concessionaire's compliance with the provisions of this Agreement.

#### **ARTICLE VIII – INDEMNIFICATION**

Concessionaire shall defend, indemnify, and hold harmless the District, its Officers and Directors, employees, agents, representatives, contractors, subcontractors, and licensees, from claims arising from Concessionaire's operations except where caused solely by the negligence of the District.

#### **ARTICLE IX – SECURITY AND BADGING**

Concessionaire shall comply with all TSA regulations, Airport Security Program requirements, and employee badging procedures.

#### **ARTICLE X – FAA GRANT ASSURANCES / CIVIL RIGHTS**

This Agreement is subject to Title 49 CFR Part 21 and FAA Grant Assurance obligations. No person shall be excluded from participation in, denied benefits of, or subjected to discrimination on the basis of race, color, or national origin.

#### **ARTICLE XI – NONDISCRIMINATION**

To the extent that the Concessionaire shall provide any activity, service or facility at, or relating to, the Southwest Oregon Regional Airport, the Concessionaire and Concessionaire's representatives, successors in interest and assigns, as a part of the consideration hereof, hereby covenant and agree, as a covenant running with the premises that (1) no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Concessionaire shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

In the event of breach of any of the above nondiscrimination covenants, the District shall have the right to terminate the Agreement and to re-enter and repossess said land and the facilities thereon, and hold the same as if said Agreement had never been made or issued.

**ARTICLE XII – ASSIGNMENT AND SUBLEASE**

Concessionaire shall not assign or sublease this Agreement without prior written consent of the District.

**ARTICLE XIII – GOVERNING RULES AND REGULATIONS**

Concessionaire shall comply with all Airport and District rules, regulations, and applicable laws. The Concessionaire agrees to be responsible for compliance with all rules, regulations and laws which are now in effect or which may hereafter be enacted during the term of this Agreement by any municipal, county, state or federal authority having jurisdiction over said Premises. This Agreement is subject to the terms and conditions of the Ordinances of the Coos County Airport District and the rules and regulations adopted under the provisions of such Ordinances.

**ARTICLE XIV – HEALTH AND FOOD SAFETY**

Concessionaire shall maintain all permits required by the Coos County Health Department or any successor organization and shall comply with all applicable food safety regulations.

**ARTICLE XV – OWNERSHIP OF IMPROVEMENTS**

All improvements made to the premises shall become property of the District and must comply with FAA, TSA, building code, and Airport standards.

**ARTICLE XVI – DEFAULT AND CURE**

If Concessionaire fails to meet its obligations under this Agreement, the District shall provide written notice of default and opportunity to cure. Concessionaire shall have fifteen (15) days to cure the default. Failure to cure may result in termination of the Agreement.

**ARTICLE XVII – TERMINATION**

Either party may terminate during the initial twelve (12) month term by providing thirty (30) days written notice to the other party at the address herein. Thereafter, either party may terminate due to default under the terms of this Agreement, or by choosing not to renew the Agreement as set forth in Article II of this Agreement.

## **ARTICLE XVIII – SIGNAGE AND ADVERTISING**

The Concessionaire may place advertising and promotional signage subject to prior written approval of the District. All signage must be tasteful, professional in appearance, and consistent with Airport standards and applicable local regulations.

Permitted signage locations may include the following:

- A. In the terminal lobby.
- B. In the secure holding area outside the concourse.
- C. In the parking area and/or near entrance doors to the terminal.
- D. On Airport Lane, subject to applicable City or regulatory approvals.
- E. Inclusion of the café in Airport marketing materials and promotional activities.

All signage installations shall require prior written approval by the Executive Director and must comply with Airport design standards, safety requirements, and any applicable federal, state, or local regulations.

All signage shall comply with Transportation Security Administration (TSA) security requirements and shall not obstruct passenger circulation, emergency exits, life-safety equipment, or required egress paths within the Airport Terminal or surrounding facilities.

## **ARTICLE XXIV – NOTICE**

Any notice required under this Agreement can be given as follows:

Executive Director  
Coos County Airport District  
1100 Airport Lane  
North Bend, OR 97459  
541-756-8531

For Concessionaire:  
Coastal Landing Cafe  
by Monkey Business Restaurant

Attn: Jon McUne  
PO Box 5719  
Charleston, OR 97420  
541-778-3650

**SIGNATURE PAGE IMMEDIATELY FOLLOWS**

Executed on behalf of the Coos County Airport District by its Executive Director this \_\_\_\_ day of March 2026 and executed by the Concessionaire this \_\_\_\_ day of March, 2026.

**SIGNATURES**

**COOS COUNTY AIRPORT DISTRICT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Coastal Landing Cafe

by Monkey Business Restaurant

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_