

# COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, January 22, 2026 – 7:30 a.m.  
Coos County Airport District Board Room

## CALL TO ORDER

## INTRODUCTIONS

### SECTION 1 - CONSENT CALENDAR:

December 4, 2025 Board Meeting Minutes	04-06
Financial Report / Check Register	07-14
Maintenance / Operations Report	15
Public Relations / Communications Report	16-18

### SECTION 2 - EXECUTIVE DIRECTOR REPORT:

20-22

### SECTION 3 - ACTION ITEMS:

Adopt Resolution 2026-01-01: State-Protected Trail-Use Immunity	24-27
Ratify SCASDP Grant Extension	28-29
Approve 2026 Rates and Fees ( <i>allow for public comment</i> )	30-34
Ratify Concourse Project Change Order 4 and 5	35-36
Ratify Cargo Facility Change Order 5	37-38
Approve FYE 27 Budget Calendar	39-40
Appoint Budget Officer	41
Review of the Hotel Market Study	42-44
Approve Connect Oregon Grant Application	45-46
Ratify Submission of IJIA Grant Application	47-48
Approve Purchase of Copier / Scanner	49-50

## PUBLIC COMMENTS

## CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting February 26, 2026

## ADJOURN TO EXECUTIVE SESSION

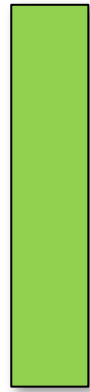
The Coos County Airport District will hold an executive session to consult with legal counsel regarding litigation or litigation likely to be filed, to conduct deliberations with persons designated by the governing body to negotiate real property transactions and to review and evaluate the employment-related performance of the chief executive officer of any public body. The executive session is being held pursuant to ORS 192.660(2)(e)(h)(i).

## RESUME PUBLIC MEETING - ACTION ITEMS:

Approve Executive Director's Employment Contract

51-52

SECTION



CONSENT  
CALENDAR

# Coos County Airport District

## Regular Board Meeting

December 4, 2025

*Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, December 4, 2025 at 7:30 a.m., in the CCAD Boardroom.*

### CALL TO ORDER & INTRODUCTION OF GUESTS

#### Commissioners Present

Jason Bell, Chairman

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner

Brent Pahls, Commissioner

#### Absent

Joe Benetti, Vice-Chair

#### Counsel Present

Melissa Cribbins

#### Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Stephanie Kilmer, Public Information Officer; Rick Skinner, Project Manager.

#### Media and Guests Present

John Meynink; Marie Simonds; Jason Traylor

### SECTION 1: CONSENT CALENDAR

#### Motion:

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

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

### SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock was excited to share that, as of the end of November, the airport exceeded 50,000 enplanements and deplanements for the year. Even though 2024 was a banner year for the airport, 2025 is on pace to see 30% growth over the previous year. This growth can largely be attributed to the increased seats made available when the Denver route increased from two days per week to daily.

Director Craddock also shared updates on a number of airport improvement projects currently underway. Based on current progress it is anticipated that most of these projects will finish on time. While change orders have required use of contingency funds set aside in anticipation of possible overruns, it is hoped that each project will come in with its overall allotted budget.

### SECTION 3: ACTION ITEMS

#### Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board voted to ratify the lease amendment with FedEx for the facility located at 1841 Myrtle Street.

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

#### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board voted to ratify the ground lease and recognition agreements with Enterprise.

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

#### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls), the Board voted to ratify Change Order #4 to the Cargo Facility Project, in the amount of \$15,253.00.

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

#### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to ratify Change Order #3 to the Concourse Capital Improvement Project, in the amount of \$5,162.33.

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

#### Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Pahls) the Board voted to approve Everon to hardwire the three (3) perimeter vehicle gates to the Lenel ACS, in the amount of \$113,140.13.

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

#### Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to approve an increase to the contract with Johnson Rock Products for the Parking Lot Expansion project in the amount of \$19,681.95.

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

### PUBLIC COMMENTS

None

## COMMISSIONER COMMENTS

Commissioner Brainard shared a brief status update from the Airport Park Steering Committee, noting that Rotary is in the process of completing an RFP for engineering, and that early focus for the project will focus on improvements the ball filed. Fund raising efforts are continuing to unfold, and Marie Simonds of Bandon Dunes stated that she would like to work with the Airport or Rotary to explore possible funding opportunities.

Commissioner Pahls expressed his thanks to Coos Aviation, noting that their staff are usually the first interaction GA passengers have with the airport and this community, and that their professionalism and attentiveness represents the area well.

**Meeting adjourned at 07:57 a.m.**

# COOS COUNTY AIRPORT DISTRICT

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**DATE:** January 22, 2026

**SUBJECT:** Acceptance of December 2025 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 41.67% of the fiscal year elapsed, and general fund property tax collections at 94.14% 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 \$1,182,067.45 (accounts payable) and \$160,644.00 (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

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Fund</u>	<u>Check Amount</u>
12/01/25	21008	Superior Construction Consulting Services	Const	<u>4,620.00</u>
Total 12/01/25:				<u>4,620.00</u>
12/04/25	21175	Oregon Pacific Bank	DHS	11,585.21
12/04/25	21176	Douglas Fast Net	Gen	166.39
12/04/25	21177	Melissa Cribbins Attorney at Law	Gen	1,976.00
12/04/25	21178	SDAO	Gen	31,703.00
12/04/25	21179	Standard Insurance	Gen	1,036.92
12/04/25	21180	Stephanie Stroud CPA	Gen	<u>300.00</u>
Total 12/04/25:				<u>46,767.52</u>
12/12/25	21183	Bi-Mart	Gen	378.46
12/12/25	21184	CnB Security Inc	Gen	600.00
12/12/25	21185	Cardmember Service	Gen	11,499.54
12/12/25	21186	H3 Contractors LLC	Gen	5,487.00
12/12/25	21187	HGE Architects Inc	Gen	1,076.21
12/12/25	21188	McCowan Clinical Laboratory	Gen	1,880.00
12/12/25	21189	Nasburg Huggins Insurance	Gen	4,351.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/12/25	21190	SAIF	Gen	1,587.00
Total 12/12/25:				26,859.21
12/15/25	21191	Superior Construction Consulting Services	Const	4,620.00
Total 12/15/25:				4,620.00
12/18/25	21192	Coos Bay-North Bend Water	BEC	640.17
12/18/25	21193	Coos Bay-North Bend Water	BLM	1,005.33
12/18/25	21194	Ardurra	Const	49,622.34
12/18/25	21195	Coos Bay-North Bend Water	Const	15,559.67
12/18/25	21196	Ace Hardware	Gen	399.22
12/18/25	21197	Bay Area Chamber of Commerce	Gen	320.00
12/18/25	21198	Bayshore Paintd	Gen	96.80
12/18/25	21199	Robert Brittsan	Gen	306.60
12/18/25	21200	Cardinal Employment Services	Gen	3,024.00
12/18/25	21201	City of North Bend	Gen	125.32
12/18/25	21202	Comfort Flow	Gen	343.00
12/18/25	21203	Comp-U-Talk	Gen	1,217.75
12/18/25	21204	Coos Bay-North Bend Water	Gen	2,580.05
12/18/25	21205	Farr's True Value	Gen	27.16
12/18/25	21206	Johnson Rock	Gen	846.00
12/18/25	21207	KVAL	Gen	2,530.39
12/18/25	21208	Lighthouse Radio Group	Gen	300.00
12/18/25	21209	Roto Rooter	Gen	84.00
12/18/25	21210	South Coast Office Supply	Gen	74.79
12/18/25	21211	SDAO	Gen	361.00
12/18/25	21212	The Legend	Gen	500.00
12/18/25	21213	Umpqua Valley Financial	Gen	3,500.00
12/18/25	21214	USDA	Gen	546.59
Total 12/18/25:				84,010.18
12/31/25	21215	Vend West	BEC	15.00
12/31/25	21216	H3 General Contractors	Const	721,913.00
12/31/25	21218	Bayshore Paints	DHS	735.94
12/31/25	21219	Sherwin Williams	DHS	285.57
12/31/25	21220	Ace Hardware	Gen	753.14
12/31/25	21221	Cardinal Employment Services	Gen	1,612.80
12/31/25	21222	Comfort Flow	Gen	1,496.00
12/31/25	21223	Coos Bay-North Bend Water	Gen	132.59
12/31/25	21224	Coos Head	Gen	311.10
12/31/25	21225	Golders Napa	Gen	215.07
12/31/25	21226	Industrial Steel & Supply	Gen	14.40
12/31/25	21227	NW Natural	Gen	1,563.02

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/31/25	21228	NW Natural	Gen	478.64
12/31/25	21229	NW Natural	Gen	222.85
12/31/25	21230	NW Natural	Gen	117.18
12/31/25	21231	Perry's Supply	Gen	207.58
12/31/25	21232	Platt Electric	Gen	267.87
12/31/25	21233	Precision Hydro Inc	Gen	500.00
12/31/25	21234	Riley McBride	Gen	144.99
12/31/25	21235	Streamline	Gen	200.00
12/31/25	21236	Vend West	Gen	10.00
12/31/25	21237	Waste Connection	Gen	33.00
12/31/25	21238	Wetherholt and Associates Inc	Gen	11,979.83
Total 12/31/25:				<u>743,209.57</u>
Grand Total:				<u>910,086.48</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/02/25	DB20251202	Banner Bank	Gen	4,929.18
12/02/25	DB20251202	Carson Oil Co	Gen	2,421.98
Total 12/02/25:				<u>7,351.16</u>
12/03/25	DB20250325	North Bend Sanitation	Gen	807.31
12/03/25	DB20250325	ZiPLY	Gen	370.00
12/03/25	DB20250325	North Bend Sanitation	BEC	648.97
12/03/25	DB20250325	North Bend Sanitation	BLM	327.77
12/03/25	DB20250325	North Bend Sanitation	BLM	327.77
Total 12/03/25:				<u>2,481.82</u>
12/04/25	DB20251204	NW Natural	Gen	184.95
Total 12/04/25:				<u>184.95</u>
12/09/25	DB20251209	Carson Oil Co	Gen	1,358.21
12/09/25	DB20251209	U.S. Cellular	Gen	299.15
Total 12/09/25:				<u>1,657.36</u>
12/10/25	DB20251210	ZiPLY	Gen	84.13
Total 12/10/25:				<u>84.13</u>
12/12/25	30013	Tom E. Gayewski Construction Inc.	Const	135,318.10
12/12/25	30014	Johnson Rock Products	Const	59,596.70
Total 12/12/25:				<u>194,914.80</u>
12/16/25	DB20251216	Banner Bank	Gen	113.53
Total 12/16/25:				<u>113.53</u>
12/22/25	DB20251222	Pacific Power	Gen	12,552.97
12/22/25	DB20251222	Pacific Power	Gen	24.44
12/22/25	DB20251222	Pacific Power	BEC	441.55
12/22/25	DB20251222	Pacific Power	BLM	3,124.04
Total 12/22/2025:				<u>16,143.00</u>
12/29/25	DB20251229	Banner Bank	Gen	44,337.26

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 12/29/25:				<u>44,337.26</u>
12/30/25	DB20251230	Ziply	Gen	<u>2,305.49</u>
Total 12/30/25:				<u>2,305.49</u>
12/31/25	DB20251231	Spectrum	Gen	362.62
12/31/25	DB20251231	Carson Oil Co	Gen	1,778.34
Total 12/31/25:				<u>2,140.96</u>
Grand Total:				<u>271,714.46</u>

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Fund</u>	<u>Check Amount</u>
12/05/25	DB20251205	Payroll 12/05/2025	Gen	39,137.82
12/05/25	DB20251205	Internal Revenue Service	Gen	11,626.59
12/05/25	DB20251205	Oregon Department of Revenue	Gen	<u>3,374.52</u>
Total 12/05/2025:				<u>54,138.93</u>
12/12/25	DB20251212	PERS	Gen	<u>31,568.31</u>
Total 12/12/2025:				<u>31,568.31</u>
12/19/25	DB20251219	Payroll 12/19/2025	Gen	41,001.46
12/19/25	DB20251219	Internal Revenue Service	Gen	12,371.68
12/19/25	DB20251219	Oregon Department of Revenue	Gen	<u>3,565.10</u>
Total 12/19/2025:				<u>56,938.24</u>
12/28/25	DB20251228	PERS	Gen	<u>17,998.52</u>
Total 12/28/2025:				<u>17,998.52</u>
Grand Total:				<u>160,644.00</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
12/01/25	DB20251002	Bankcard Merchant	Gen	251.51
Total 12/01/25:				<u>251.51</u>
12/02/25	DB20251002	Authnet Gateway Billing	Gen	15.00
Total 12/02/25:				<u>15.00</u>
Grand Total:				<u>266.51</u>

# COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, January 22, 2026

**REACH Bay Door:** Over the past several months, the project to replace the vehicle entry door at the REACH hangar has progressed to full completion. Although work was briefly delayed due to supply issues, the necessary parts were recently received, allowing the contractor to finalize the effort. The scope of work included installing a new bay door, upgrading the automatic opener, and completing the electrical improvements required to support the new system.

**Maintenance Vehicle Replacement:** The maintenance department recently purchased a 2020 F-150 to replace the district's 2005 maintenance truck, which had developed costly mechanical problems and required significant interior upholstery repairs. To limit the financial impact, management identified and secured a low-mileage used vehicle that meets operational needs while remaining budget-conscious.

**King Tides and Sewer Pump System Impacts:** King tides combined with heavy rainfall caused water to infiltrate the sewer system serving the ATC Tower. The sewer pump, which is designed to manage and move wastewater during normal and high-flow conditions, experienced operational issues during the recent high-tide event. Airport Operations staff responded to troubleshoot the pump and ensure the system continued functioning properly, preventing any service disruption or downstream impacts.

**Winter Weather Maintenance Response:** The maintenance department has continued to manage the increased workload associated with this winter's prolonged wet and stormy conditions. Staff have undertaken proactive measures to prepare facilities and assets in advance of anticipated weather impacts, and they have responded promptly to emergent issues, including several leaks. Notably, leaks observed in the airport terminal roof further substantiate prior assessments indicating that the roof is approaching the end of its serviceable life. As a result, a full roof replacement is planned for inclusion in next year's budget.

**DHS Painting Project:** The Maintenance team showed outstanding flexibility and dedication this month, with several members shifting to an overnight schedule for two weeks to complete required painting in the DHS building. By adjusting their hours, they were able to finish the work efficiently while minimizing any impact on DHS staff and daily operations. Their willingness to adapt and maintain high-quality work reflects the team's strong commitment to supporting airport needs.

**Wiring Tables:** During installation of the new charging tables procured in conjunction with the concourse rehabilitation project, several units were found to have been wired incorrectly. The vendor was notified immediately, and replacement components were ordered to correct the issue. A contractor has begun swapping out the faulty parts, and the tables will be fully operational once the corrective work is complete.

# COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

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January 15, 2026

## Overview

This report summarizes Public Information Officer (PIO) activities for the year ending 2025, supporting the Coos County Airport District and the Southwest Oregon Regional Airport (OTH). Efforts focused on advertising, marketing, and community outreach to increase awareness, support commercial air service growth, and maintain transparent, consistent communication with residents, travelers, and regional stakeholders.

## Advertising & Revenue Generation

Advertising efforts this year emphasized measured growth, revenue diversification, and modernization, while preserving the terminal's open sightlines and natural coastal character.



## In-Terminal Advertising Growth

- Increased in-terminal advertisers by 9, doubling the number from the previous year and creating over 20 paid and in-kind sponsors inside the terminal
- Growth reflects higher passenger volumes and increased interest from local and regional businesses
- Expanded advertiser base strengthens non-aeronautical revenue

## Expanded Advertising Opportunities

- Added additional moving video screens for dynamic, rotating content.
- Introduced rack card displays for low-profile, traveler-friendly information.
- Upgraded banner stands to modern formats that reduce clutter and improve aesthetics.



## Design Philosophy & Future Outlook



- Focused on utilizing existing and underutilized space without detracting from terminal views.
- Advertising placements are intentional, clean, and complementary to the terminal environment.
- Continued partnerships with tourism organizations and opportunities to feature local artists, photographers, and other content for Video Screens.
- Several advertising opportunities remain available, with additional revenue projected in the coming months.

## Marketing

Marketing initiatives supported route awareness, future air service development, and public understanding of airport operations and capital projects.

- Developed targeted campaigns supporting existing air service and long-term expansion efforts
- Highlighted record passenger growth and capital improvements as indicators of sustained demand
- Produced branded content for social media, newsletters, and partners, such as VCB and TSOC advertising use.
- Coordinated messaging with tourism, business, and regional partners to expand reach.



## Community Outreach



Community outreach remained a core component of PIO responsibilities, emphasizing direct, face-to-face engagement to keep the option of flying OTH top of mind, dispel rumors of higher cost to travel from OTH, and reinforce the airport's role in supporting critical services such as healthcare access, business travel, tourism, and regional resilience.

## Key Outreach Activities

- Travel Southern Oregon Coast (TSOC) Conference
- Bay Area Chamber of Commerce Economic Outlook Forum
- Oregon Coast Economic Summit
- Chamber Business After Hours
- Coos & Curry County Economic Development Tour
- Bay Area Senior Fair



These activities created opportunities for one-on-one engagement with citizens, community leaders, elected officials, business owners, and economic development professionals, strengthening relationships and increasing understanding of the airport's regional value.

## Social Media Growth



Social media platforms continued steady growth and engagement:

- **Facebook** followers increased **2%**, surpassing **10,000 followers**.
- **Instagram** experienced **53% growth**, driven by strong visual storytelling and behind-the-scenes content.

These platforms remain critical for real-time communication, public education, branding, top-of-mind awareness, and reinforcing trust and transparency.

## Newsletters – Year-End Performance

The airport newsletter continues to be a highly effective and trusted communication tool.



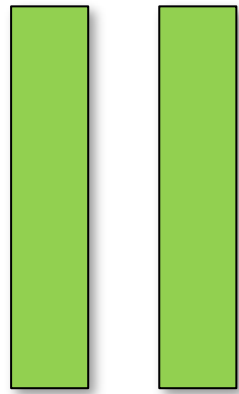
- Subscriber Growth: +6% year over year.
- Open Rates: Consistently 40–42%, exceeding industry benchmarks.
- Click-Through Performance: As high as 4× industry averages on select campaigns.

Content focused on construction milestones, seasonal travel reminders, service updates, and airport achievements—delivering clear, timely information to improve the traveler experience.

## Summary

Year-end PIO activities strengthened public awareness, supported commercial air service growth, and expanded non-aeronautical revenue opportunities. Growth in in-terminal advertising, strong newsletter and social media engagement, and targeted community outreach collectively reinforced Flying OTH as a critical regional asset serving the South Coast's transportation, economic, and community needs.

SECTION



EXECUTIVE  
DIRECTOR'S  
REPORT

# COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

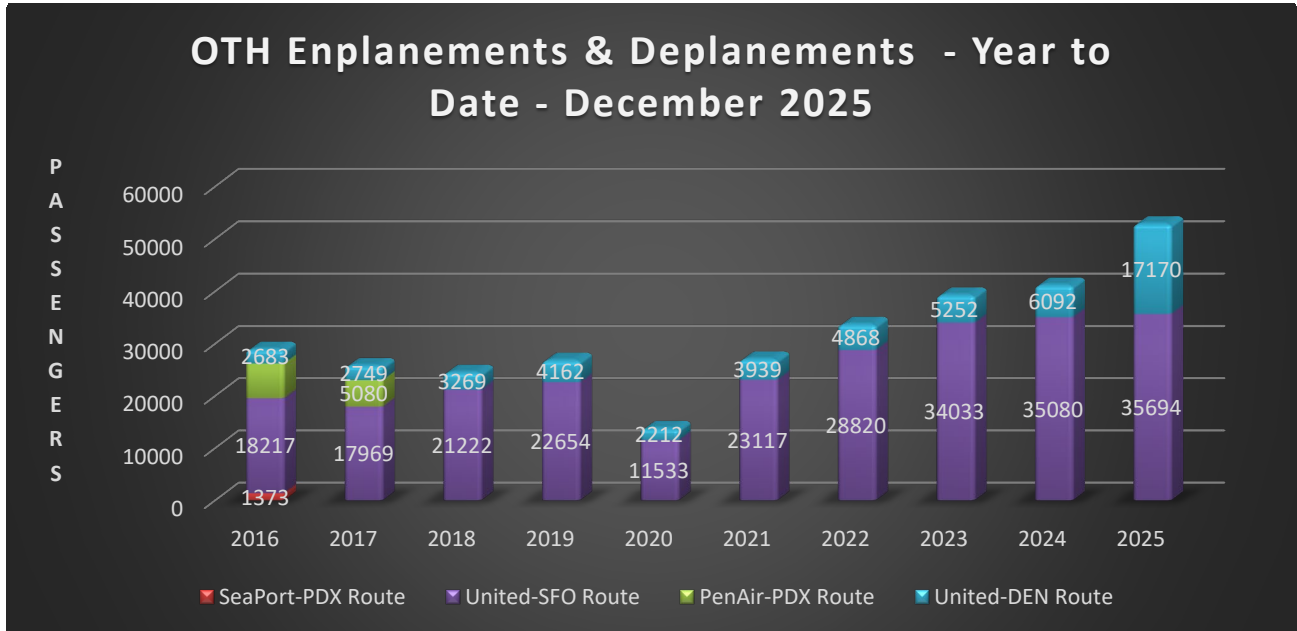
Thursday, January 22, 2025

2025 marked a pivotal and highly productive year for the Coos County Airport District, characterized by record passenger growth, significant operational achievements, and meaningful progress on both near-term and long-range priorities!

## Highlights of 2025

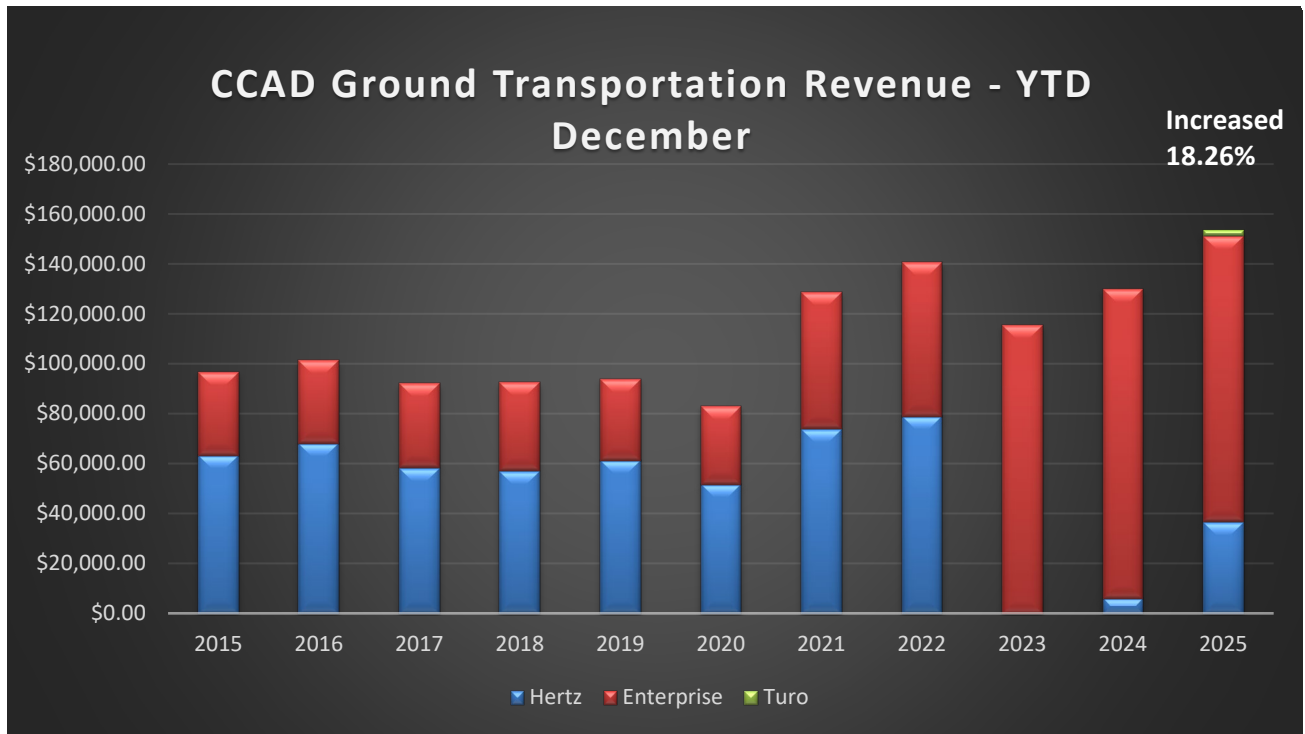
### Record Activity and Customer Growth:

- Realized a record number of passengers through the terminal—nearly 53,000, representing a 28% increase over 2024. (While the San Francisco route experienced a modest 1.75% in 2025, the Denver route had a 182% ridership growth in 2025 over the previous year.)

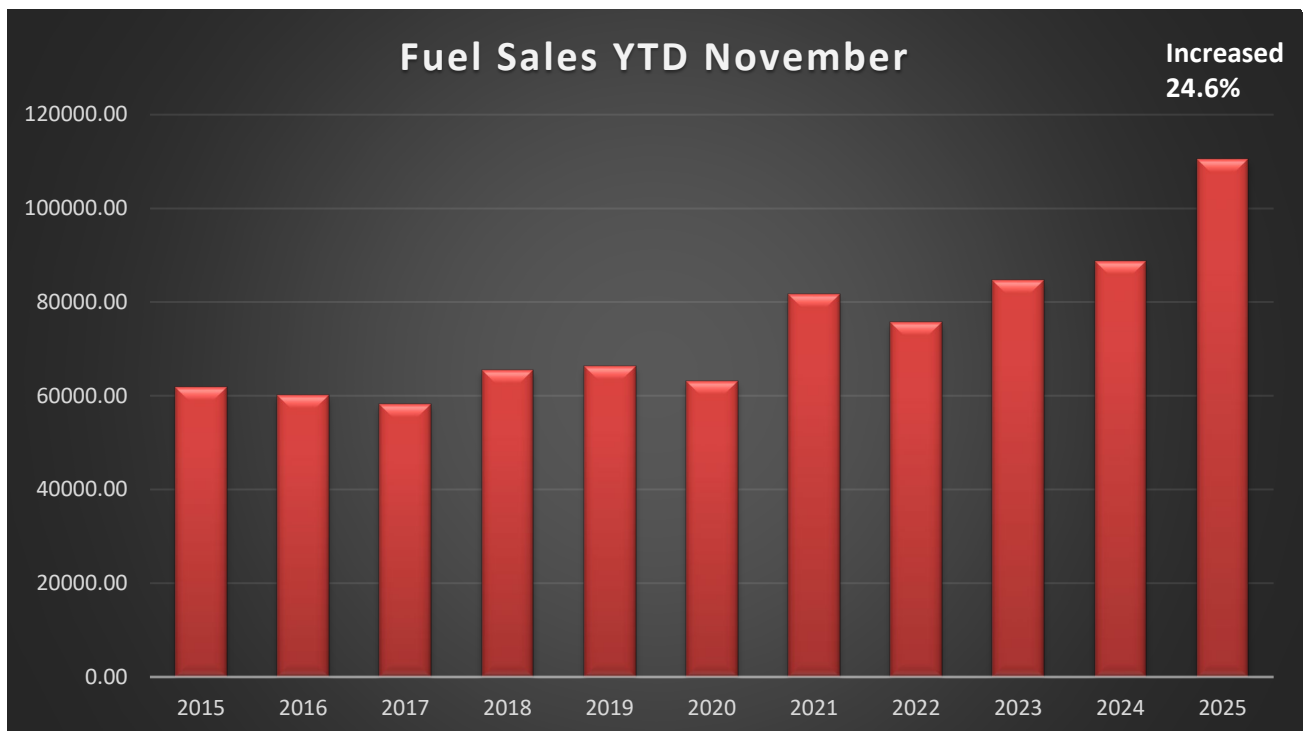


- In-terminal advertising expanded significantly this year, with the number of advertisers increasing to 21.
- The airport newsletter subscriber base grew by 6% year over year. Engagement remains strong, with open rates consistently trending between 40–42%, well above industry benchmarks.
- Social media platforms continued steady growth and engagement: (1) Facebook followers increased 2%, surpassing 10,000 followers; and (2) Instagram experienced 53% growth, driven by strong visual storytelling and behind-the-scenes content.
- General aviation activity increased by approximately 6.1% from 2024 to 2025.
- Concluded our first full year with Hertz, providing rental cars at the terminal.

- Entered into ground transportation agreements with Turo and Uber.
- Ground Transportation revenue increased by over 18%.



- Fuel flowage fees increased by over 24%



## **Capital, Capacity, and Infrastructure Investments**

- Received \$4,815,435 in federal and state grants for major capital improvement projects.
- Began construction on a new cargo facility, expected to be completed in early 2026.
- Began expansion of the long-planned runway safety area, expected to be completed in early 2026.
- Began much-needed concourse capital improvements, expected to be fully completed in March 2026.
- Expanded the terminal parking lot to add capacity for additional airport users.
- Expanded the Oregon State Police (OSP) parking lot.
- Improved landscaping around the terminal building.
- Reconstructed the over 40-year-old Business Enterprise Center (BEC) parking lot.
- Reconfigured a portion of the former terminal parking lot and established rates for shuttle bus parking.

## **Governance, Policies, and Operational Improvements**

- Completed an update of the District's Policy Manual.
- Updated cargo operator agreements.

## **Lease Management and Revenue Diversification**

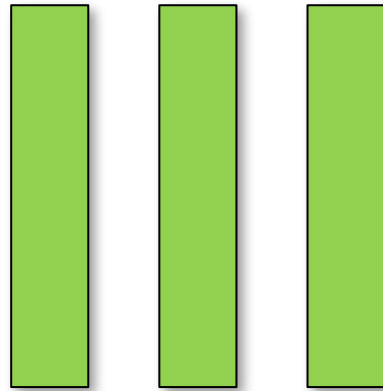
- Took ownership of two formerly privately owned airport buildings (hangars) and subsequently leased them out.
- Entered into a new land lease for the creation of a new hangar.
- Updated and standardized rates for a commercial hangar.
- Updated and began working toward standardized lease rates for T-hangars and BEC warehouse units.
- Entered into lease extensions with UPS and FedEx.
- Executed a new land lease with Enterprise near the former terminal building.
- Began the lease extension process with the Oregon State Police on a four-year extension of their facility lease, scheduled to begin in May 2026.

## **Community Amenities and Future Planning**

- Adopted a Master Plan for Airport Heights Park.
- Removed the temporary dog park due to the lack of volunteers needed to maintain it.
- Began exploring the potential of a hotel development near the terminal.
- Embarked on an update of the Airport's Master Plan, which was last updated in 2013, to guide long-term development, capacity planning, and investment decisions.

The District's accomplishments in 2025 would not have been possible without the Board's leadership, the dedication and professionalism of our staff, the expertise of our capable contractors and consultants, and the strong partnerships we maintain with our airport tenants and partners. While we are proud of the progress made over the past year, we are equally energized about the opportunities ahead and look forward to what we can accomplish together in 2026.

SECTION



ACTION ITEMS

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Trail-Use Immunity (ORS 105.668) — Adoption of Resolution No. 2026-01-01

**BACKGROUND:**

Oregon’s trail-use immunity statute, ORS 105.668, provides targeted protection from negligence claims for personal injury or property damage arising from the use of a trail or certain structures (e.g., stairs and bridges) located within a public easement or an unimproved right of way when used by non-motorized users (on foot, equine, bicycle, or other nonmotorized conveyance).

Historically, the statute’s automatic coverage applied only to cities of 500,000+ population and certain related parties. For other jurisdictions, the statute allows a qualifying entity to opt in by ordinance, resolution, rule, order, or other regulation. ,

Senate Bill 179 (2025), 2025 Oregon Laws Chapter 220, Section 1 amended ORS 105.668 so that “local government” is defined by ORS 174.116, which includes special districts, thereby expanding opt-in eligibility to special districts like CCAD.

The District has District-owned property where informal or established public use may occur in or adjacent to easements and/or unimproved rights of way, including a trail area on the north side of District property. In these circumstances, adopting an opt-in resolution is a practical risk-management step to reduce exposure to negligence claims tied specifically to trail use, where the statute applies.

**FISCAL IMPACT:**

No direct fiscal impact is anticipated. The primary benefit is potential reduction in liability exposure and associated defense costs in the event of claims arising from qualifying trail use.

**LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Adopt Resolution No. 2026-01-01 opting in to trail-use immunity under ORS 105.668, as amended by SB 179 (2025).

**MOTION:**

Move to adopt Resolution No. 2026-01-01.

**COOS COUNTY AIRPORT DISTRICT**

**RESOLUTION NO. 2026-01-01**

**A RESOLUTION OPTING TO LIMIT LIABILITY FOR CERTAIN CLAIMS ARISING FROM THE USE OF PUBLIC TRAILS OR STRUCTURES IN PUBLIC EASEMENTS AND UNIMPROVED RIGHTS-OF-WAY PURSUANT TO ORS 105.668.**

**WHEREAS**, the Coos County Airport District (“CCAD” or “District”), an airport district organized under ORS Chapter 838, constructs and maintains trails and other structures, both on District-owned property and in public easements or unimproved rights-of-way, within the District’s geographic boundaries in and around the cities of Coos Bay and North Bend, Oregon; and

**WHEREAS**, the District encourages private groups and volunteers to maintain trails and other structures on and around CCAD owned property; and

**WHEREAS**, ORS 105.672 to 105.688 provides certain immunities from liability for owners of publicly or privately owned land (as well as to holders of easements on such land) who allow such land to be used, without charge, for recreational purposes; and

**WHEREAS**, ORS 105.668(2) provides that a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against: (1) a city with a population of 500,000 or more, (2) the officers, employees or agents of the city to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285, (3) the owner of land abutting the public easement or unimproved right-of-way in the city, or (4) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right of way; and

**WHEREAS**, ORS 105.668(3) allows cities with a population of less than 500,000 to opt into the trail use immunity by ordinance, resolution, rule, order or other regulation; and

**WHEREAS**, 2025 Oregon Laws Chapter 220, Section 1 (SB 179) amended ORS 105.668(3) to extend these opt-in rights to any “Local government,” as defined in ORS 174.116, including any special district organized under the laws of the State of Oregon; and

**WHEREAS**, the public uses the CCAD’s trails for recreational purposes includes, but is not limited to, outdoor activities such as picnicking, hiking, walking, running, or bicycling, nature study, outdoor educational activities, viewing or enjoying historical, archaeological, scenic or scientific sites, removal of noxious weeds, or volunteering for any public purpose project as well as for non-recreational purposes (e.g., commuting); and

**WHEREAS**, the CCAD believes it is important to protect and support the activities of the CCAD, property owners, community groups, and volunteers that make trails available for public use; and

**WHEREAS**, the CCAD desires to adopt the immunity from liability provided under ORS 105.668 to further the public interest by protecting and supporting the efforts and activities of the CCAD, property owners, and other parties who construct and maintain trails and make such trails as well as unimproved right of ways available for public use.

**NOW, THEREFORE**, the Board of Commissioners of the Coos County Airport District resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2026-01-01 (the “**Resolution**”) are hereby adopted.

2. Limitation on Liability. Pursuant to ORS 105.668(3), the CCAD hereby adopts the limitation on liability provided under ORS 105.668(2). Without otherwise limiting the generality of the immediately preceding sentence, a personal injury or property damage resulting from use of a trail that is in a public easement or in an unimproved right of way, or from use of structures in the public easement or unimproved right of way, by a user on foot, on an equine or on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against any of the following: (a) the Coos County Airport District; (b) the officers, employees or agents of the CCAD to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285; (c) the owner of land abutting the public easement or unimproved right of way in the CCAD; or (d) a nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way. For purposes of this Resolution, “structures” means improvements in a trail, including, but not limited to, stairs and bridges, that are accessible by a user on foot, on equine or on a bicycle or other nonmotorized vehicle or conveyance; “unimproved right-of-way” means a platted or dedicated public right of way over which a street, road or highway has not been constructed to the standards and specifications of the local government with jurisdiction over the public right of way and for which the local government has not expressly accepted responsibility for maintenance.

3. Exceptions. This Resolution does not grant immunity from liability: (a) except as provided in Section 2(b), to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to personal injury or property damage; (b) for personal injury or property damage resulting from gross negligence or reckless, wanton, or intentional misconduct; or (c) for an activity for which the actor is strictly liable without regard to fault.

4. Severability; Effective Date. For purposes of this Resolution, the singular includes the plural, and the plural includes the singular; the word “or” is not exclusive, and the words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, or portion of this Resolution is for any reason held invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, or constitutionality of the remaining portion of this Resolution. This Resolution will be in full force and effect from and after its approval and adoption.

**ADOPTED** by the Board of Commissioners of the Coos County Airport District on this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Jason Bell  
Chair, Coos County Airport District

Attest:

\_\_\_\_\_  
Rodger Craddock  
Executive Director

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2025

**SUBJECT:** Small Community Air Service Development Program Grant Extension

### **BACKGROUND:**

The Small Community Air Service Development Program (SCASDP) is a U.S. Department of Transportation (US DOT) program intended to help small communities improve air service options. SCASDP grants are typically used to support activities such as air service development and marketing, minimum revenue guarantees and/or other incentive programs, and related efforts designed to attract new service, restore service, or sustain and grow existing service.

CCAD applied for this SCASDP grant before the COVID-19 pandemic. The grant was intended to be used as an incentive to reestablish commercial air service between Portland (PDX) and Southwest Oregon Regional Airport (OTH). At the time of the application, CCAD was in active discussions with Alaska Airlines regarding the route, and all indications were positive. The availability of incentives supported by the \$750,000 SCASDP grant was expected to help advance the opportunity. While the grant was awarded, the COVID-19 pandemic and subsequent post-pandemic conditions delayed airline planning and placed discussions regarding the route on hold for several years.

Over the last eighteen months, CCAD has renewed and intensified its route development efforts with Alaska Airlines and, more recently, SkyWest Airlines. Those discussions have been very positive and suggest a potential rollout of the route in mid to late 2026.

The SCASDP grant was set to expire on January 9, 2026. In October 2025, CCAD submitted a formal request to US DOT for an extension of the grant term. In December 2025, District staff and Commissioner McKeown met at the airport with Jared Smith, Deputy Assistant Secretary for Aviation and International Affairs with the U.S. Department of Transportation to discuss the extension request and conduct a site visit. On January 6, 2026, US DOT notified CCAD that it had been awarded a one-year extension; however, the extension required acceptance before the expiration of the original grant term on January 9, 2026. It should be noted that under federal grant rules, extensions are limited to one year per extension, but grant awardees are eligible to request additional one-year extensions if needed.

### **FISCAL IMPACT:**

No budgetary impact

### **LEGAL CONSIDERATION:**

This report has been reviewed by legal counsel and approved

**RECOMMENDATION:**

Ratify the one-year grant extension.

**MOTION:**

Motion to ratify the Small Community Air Service Development Program one-year grant extension.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Establishing 2026 Rates and Fees

**BACKGROUND:**

The Federal Aviation Administration (FAA) requires airport proprietors to establish and maintain a fee and rental structure that supports financial self-sustainability while considering the unique circumstances of each airport. FAA policy provides:

“Airport proprietors must maintain a fee and rental structure that, in the circumstances of the airport, makes the airport as financially self-sustaining as possible. Aeronautical fees may not unjustly discriminate against aeronautical users or user groups. Rates, fees, rentals, landing fees, and other service charges (‘fees’) imposed on aeronautical users for the aeronautical use of the airport (‘aeronautical fees’) must be fair and reasonable.”

Consistent with this policy, the Coos County Airport District (CCAD) reviews and, as appropriate, adjusts rates and fees annually. For the 2026 update, CCAD proposes the following adjustments effective July 1, 2026.

### Proposed Leasing Adjustments

- Month-to-Month Lease Rates: Increase by 3%.
- T-Hangar Space Monthly Rent Rates: Proposed increases are 3.0% for standard-sized T-hangars, 6.21% for mid-size T-hangars, and 8.90% for large T-hangars. The higher increases for the larger units are intended as an incremental step toward a more standardized cost per square foot across all T-hangars—an effort that began last year. If approved, the resulting monthly rental rates per square foot would be:
  - Standard: \$0.27/SF
  - Mid-size: \$0.26/SF
  - Large: \$0.25/SF
- Business Enterprise Center (BEC) Warehouse Space Rentals: Proposed increases include 3.0% for standard warehouse units, 5.68% for the mid-size warehouse unit, and 6.67% for the large warehouse unit. The higher increases for the larger units are intended as an incremental step toward a more standardized cost per square foot across all BEC warehouse units—an effort that began last year. If approved, the resulting monthly rental rates per square foot would be:
  - Standard: \$0.47/SF
  - Mid-size: \$0.37/SF
  - Large: \$0.32/SF

- Advertising – New LCD Screen: Establish an advertising rate of \$350.00 per month for a new LCD video screen to be mounted in the baggage claim area.
- Wall Banner Advertising: Increase the wall banner advertising rate by \$25.00.

Standardizing rates for facilities such as T-hangars and warehouse spaces helps ensure fairness and consistency among current and prospective tenants.

### **No Other Changes**

All other rates and fees will remain unchanged at this time, except for long-term leases, which will continue to be adjusted in accordance with their individual lease terms.

### **FISCAL IMPACT:**

The cost of operating and maintaining airport facilities and services continues to rise due to inflation, increased utility expenses, and growing maintenance demands. Adjusting fees helps offset these rising costs without compromising the quality of services provided to tenants and users.

### **LEGAL CONSIDERATION:**

This report and the proposed 2026 Rates and Fees adjustments have been reviewed by legal counsel to ensure compliance with applicable laws, regulations, and FAA policies.

### **RECOMMENDATION:**

Approve the 2026 Rates and Fees.

### **MOTION:**

Motion to approve the 2026 Rates and Fees.

# Coos County Airport District Rates and Fees

Updated January 22, 2026

Fee/Rate Type	Description	Fee/Rate	Effective Date
<b>General Aviation</b>			
Airport Use Fees	Rate I	\$10.00	5/1/2011
	Rate II	\$25.00	5/1/2011
	Rate III	\$100.00	5/1/2011
	Rate IV	\$150.00	5/1/2011
	Rate V	\$235.00	5/1/2011
	Rate VI	\$410.00	5/1/2011
	Rate VII	\$645.00	5/1/2011
Overnight Ramp Fees	Rate I	\$5.00	5/1/2011
	Rate II	\$10.00	5/1/2011
	Rate III	\$50.00	5/1/2011
	Rate IV	\$75.00	5/1/2011
	Rate V-VII	\$0.04/Ft <sup>2</sup> Wingspan	5/1/2011
Overnight Hangar Fees	Rate I	\$40.00	5/1/2011
	Rate II	\$70.00	5/1/2011
	Rate III	\$90.00	5/1/2011
	Rate IV	\$ 110.00	5/1/2011
	Rate V-VII	\$0.057/Ft <sup>2</sup> Wingspan	5/1/2011
Fueling Discount	Rate I	\$10 Discount	5/1/2011
	Rate II-VII	\$25 Discount	5/1/2011
<b>Commercial Flights</b>			
Landing Fees	FAA Part 139	\$1.80/1000 lbs.	
PFCs		\$4.50/passenger	
<b>Cargo Operators</b>			
Signatory	Landing Fees	\$3.75/1000 lbs.	7/1/2025
Non-Signatory	Airport Use Fees	see above	12/1/2019
<b>Fuel Flowage Fees</b>		\$0.12/gallon	7/19/2012
<b>Security Badges</b>			
New		\$60	3/28/2024
Renewal/Replacement		\$36	3/28/2024
Gate Card		\$10	3/24/2024

Fee/Rate Type	Description	Fee/Rate	Effective Date
<b>Ground Transportation</b>			
Vehicle-for-Hire, Airport Door-to-Door Shuttle, Limited Passenger Transportation (shuttle), and Executive Town Car/Limousine	Company Permit Fee, plus per vehicle fee	\$300.00/year	
	Vehicle Permit Fee: Vehicles with the Capacity to Transport 1-5 Passengers with Luggage.	\$25.00/vehicle/year	7/1/2025
	Vehicles with the Capacity to Transport 6 or more Passengers with Luggage.	\$75.00/vehicle/year	
Transportation Network Company	Company Permit Fee plus per trip fee	\$500.00/year	7/1/2025
	Vehicle Drop-Off / Pick-up Per Trip.	\$1.00	7/1/2025
<b>Lease Rates</b>			
T-Hangars	Standard T-Hangar	\$274.00 (\$0.27 Ft <sup>2</sup> )	7/1/2026
	Mid-Size T-Hangar	\$342.00 (\$0.26 Ft <sup>2</sup> )	7/1/2026
	Large T-Hangar	\$465.00 (\$0.25Ft <sup>2</sup> )	7/1/2026
Monthly Apron Tie-Down for Based Aircraft	Rate I&II	\$100	7/1/2026
	Rate III&IV	\$125	7/1/2026
	Rate V-VII	\$165	7/1/2026
Commercial Hangar Fees for Based Aircraft	Rate I&II	\$250	10/23/25
	Rate III	\$350	10/23/25
	Rate IV	\$450	10/23/25
	Rate V-VII	\$550	10/23/25
Business Enterprise Center	Standard Bays	\$618.00 (\$0.47Ft <sup>2</sup> )	7/1/2026
	Mid-Size Bay	\$1,191.00 (\$0.37Ft <sup>2</sup> )	7/1/2026
	Large Bay	\$1,488.00 (\$0.32Ft <sup>2</sup> )	7/1/2026
	Offices	Determined by lease	N/A
Month-to-Month Leases	Buildings	Increase 3%	7/1/2026
Long Term Leases	Buildings	Determined by lease	N/A

<b>Fee/Rate Type</b>	<b>Description</b>	<b>Fee/Rate</b>	<b>Effective Date</b>
Existing Long Term Land Leases	Land	Determined by lease	N/A
New Off-Airport Land Lease	Land	\$0.05 Ft <sup>2</sup>	2/1/2025
New On-Airport Land Lease	Land	\$0.10 Ft <sup>2</sup>	2/1/2025
<b>In-Terminal Advertising Rates</b>			
Banner Stand	2'x7.5'	\$175/mo.	3/28/2024
Card Rack		\$25/mo.	3/28/2024
LCD Video Screen (Exclusive)	Main Floor (Secure Hallway)	\$300/mo.	3/28/2024
LCD Video Screen (Rotating)	20 Seconds	\$175/mo.	3/28/2024
LCD Video Screen (Sponsored Content)	Main Floor Seating Area  Secured Holding Area	\$200/mo.	3/28/2024
LCD Video Screen	Baggage Claim Wall	\$350/mo.	01/22/26
Wall Banner		\$75-\$125/mo.	01/22/26
Window Display		\$100/mo.	3/28/2024

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Concourse Capital Improvement Project Change Orders #4 & #5

**BACKGROUND:**

The existing commercial terminal was constructed in 2008. Due to budget constraints and cost overruns at the time, several elements of the original design were value-engineered out. A notable example is the concourse connecting the lower terminal level to the aircraft apron. The original design called for a fully enclosed concourse; however, the final construction consisted of a metal-covered walkway with unfinished metal-clad walls and multiple open sections. As a result, the concourse interior—and the escalators within—have been continuously exposed to the coastal marine environment, accelerating wear, corrosion, and maintenance needs.

To address these issues and improve the passenger experience, CCAD engaged HGE Architects to design the enclosure and upgrade of the concourse between the apron and the secure passenger waiting area. Proposed improvements include:

- Roof repairs
- New insulation
- Updated interior wall, floor, and ceiling finishes
- Enhanced lighting
- Installation of a climate-control system

A formal competitive bid process was conducted. In addition to the base scope of work, bidders were asked to provide pricing on the following alternates:

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

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

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

CCAD received a second change order related to additional work which was needed both to meet current code and to improve long-term durability: (1) installation of an additional egress light to satisfy current building code requirements; and (2) substitution of stainless-steel sprinkler heads, hangers, and fire sprinkler pipe in the windbreak area to better withstand the coastal

environment. At its October 2025 meeting, the Board approved Change Order #2 for \$4,603.46 for this work.

CCAD received a third change order to cover unanticipated costs related to: (1) directing contractors to leave the worksite for the day on 10/17/25 due to a rescheduled United departure originally planned for 10/16/25; (2) removal and reinstallation of flashing at the elevator roof; and (3) installation of power for future automatic doors and a conduit for future camera wiring. At its December 2025 meeting, the Board approved Change Order #3 for \$5,162.33.

CCAD has since received Change Orders #4 and #5. Change Order #4 is related to:

1. A surface change on the west wall behind the escalator guard rail;
2. Installation of alternate door hardware;
3. Installation of door top weatherstrips at all exit doors;
4. Leveling and preparation of the slab at the lower west doorway;
5. Additional flashing at the 8-inch beam at the north end of the tarmac vestibule; and
6. Installation of an isolated joint at the escalator floor transition.

The total cost of this work is \$8,479.61.

Change Order #5 is related to delays in acquiring the photo wall (wall covering) for the east wall of the upper concourse hallway. The contractor has requested an additional 72 days, extending the project completion date to April 17, 2026. The contractor also noted that additional time is needed to complete remaining items, including roofing work and finishing work at the tarmac vestibule and west windbreak areas. There is no additional cost associated with this time extension.

**FISCAL IMPACT:**

Original Contract Sum:	\$766,799.00
Change Order #1	\$ 21,471.00
Change Order #2	\$ 4,603.46
Change Order #3	\$ 5,162.33
<b>Change Order #4</b>	<b>\$ 8,479.61</b>
<b>Change Order #5</b>	<b>\$ 0.00 (Time Extension Only)</b>
New Contract Sum:	\$806,515.40

**LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Ratify Change Orders #4 and #5 from Tom E. Gayewski Construction, Inc.

**MOTION:**

Move to ratify Change Orders #4 and #5 to the Concourse Capital Improvement Project, in the amount of \$8,479.61, and approve a 72-day project time extension, extending the contract completion date to April 17, 2026.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Cargo Facility Construction Project Change Order #5

**BACKGROUND:**

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

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

In February 2025, the Board awarded a construction contract to H3 General Contractors for the construction of the cargo facility and associated apron for \$4,062,291. The contract amount included a project contingency of \$320,000, recognizing that, as is typical with capital projects, unforeseen conditions may require contract modifications (“change orders”).

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

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

At its December Board meeting, the Board approved Change Order #4 for: (1) adding an ADA ramp; (2) rerouting bath fan exhaust; (3) installing a backflow preventer per the Water Board’s requirements; and (4) substituting an alternative heating unit of lower cost. The cost of Change Order #4 was \$15,253.

CCAD has now received Change Order #5, which includes: (1) construction of a large divider/fire wall to separate the interior of the building into two tenant spaces (approximately 4,400 square feet each); (2) installation of an electrical metering system to support future tenant billing for power usage; and (3) a change to the specified reception door hardware. This change order was anticipated and was briefly discussed at the December Board meeting. The cost of Change Order #5 is \$96,356.00.

**FISCAL IMPACT:**

Project Contingency:	\$320,000.00
Change Order #1	\$ 80,571.00
Change Order #2	\$ 45,557.00
Change Order #3	<u>\$ 10,787.00</u>
Change Order #4	\$ 15,253.00
Change Order #5	<b><u>\$ 96,356.00</u></b>
Contingency Remaining:	\$ 71,476.00

**LEGAL CONSIDERATION:**

This report has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Ratify Change Order #5 from H3 General Contractors.

**MOTION:**

Move to ratify Change Order #5 to the Concourse Construction Project, in the amount of \$96,356.00.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Proposed FYE 27 Budget Calendar

**BACKGROUND:**

Each year, the District staff prepares a proposed budget calendar for the Commissioners' consideration. The purpose of this calendar is to establish a timeline and framework for the development, review, and approval of the District's budget.

The proposed budget calendar for the FYE 2027 (FY 2026/2027) budget process is attached. If approved by the Board, it schedules evening meetings during May and June to accommodate citizen Budget Committee members.

The Board of Commissioners' public hearing on the budget is set for June 25, 2026. This schedule ensures that the final budget can be published and submitted to the County and the Oregon Department of Revenue on or before July 15, 2026, as required by Oregon Budget Law.

**FISCAL IMPACT:**

None

**LEGAL CONSIDERATION:**

This agenda item has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Staff recommends approving the proposed budget calendar.

**MOTION:**

Motion to approve the Budget Calendar for FYE 27.

# COOS COUNTY AIRPORT DISTRICT

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## Budget Calendar Fiscal Year Ending 2027

<b>January 22, 2026</b>	CCAD Board of Commissioners approves the Budget Calendar and appoints a Budget Officer.
<b>February 2, 2026</b>	Notice of Budget Committee openings
<b>March 26, 2026</b>	Appointment of Budget Committee members
<b>April 24, 2026</b>	Send Notice of the first Budget Committee meeting to be published on April 27, 2026, and May 4, 2026 (Requirement is to publish twice, 5 to 30 days before the meeting, separated by at least 5 days).
<b>May 13, 2026</b>	First Budget Committee meeting at 5:30 p.m. in the District Board Room located at 1100 Airport Lane, North Bend.
<b>May 15, 2026</b>	Send Notice of second Budget Committee meeting to be published on May 20, 2026 (Requirement is to publish as a normal public meeting, 5 days before the meeting and on the Website 10 days before the meeting).
<b>May 27, 2026</b>	Second Budget Committee meeting at 5:30 p.m. located in the District Board Room located at 1100 Airport Lane, North Bend.
<b>May 28, 2026</b>	Upload Notice of the third Budget Committee meeting to the Website.
<b>June 3, 2026</b>	Third Budget Committee meeting at 5:30 p.m. located in the District Board Room located at 1100 Airport Lane, North Bend.
<b>June 3, 2026</b>	Send Notice of Budget Hearing & Budget Summary to be published on June 10, 2026 (Requirement is to publish once, not less than 5 days and not more than 30 days before the Hearing).
<b>June 25, 2026</b>	Public Hearing for FYE 27 Budget at 7:30 a.m. located in the District Boardroom, 1100 Airport Lane, North Bend.
<b>June 25, 2026</b>	Board of Commissioners meeting, with Resolution to Adopt the Budget approved by the Budget Committee, make Appropriations, Certify Tax Rate and Amount, and Categorize Taxes for FYE 27 (required by June 30, 2026).

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Appointment of Budget Officer – Fiscal Year Ending 2027

**BACKGROUND:**

The Coos County Airport District (CCAD) is required to prepare and adopt an annual budget in compliance with Oregon Local Budget Law (ORS Chapter 294). As part of this process, the Board must appoint a Budget Officer to oversee preparation of the Fiscal Year Ending (FYE) 2027 budget and to help ensure compliance with applicable budget and financial requirements.

Traditionally, the Board of Commissioners appoints the Executive Director, who serves as the District's chief executive officer, to serve as Budget Officer.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this appointment. The Budget Officer will perform these duties within existing administrative resources.

**LEGAL CONSIDERATION:**

This agenda item has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

Approve the appointment of Rodger Craddock as Budget Officer for the FYE 2027 budget cycle.

**MOTION:**

Move to appoint Rodger Craddock as the Budget Officer for the FYE 2027 budget cycle.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Proposed Airport Hotel Development – Market Study Findings and Next Steps

### **BACKGROUND:**

The Coos County Airport District (CCAD or District) engaged HVS Consulting & Valuation to prepare a market feasibility study evaluating the potential development of a hotel on District-owned property adjacent to the Southwest Oregon Regional Airport (OTH). The purpose of the study was to assess market demand, identify an appropriate hotel type and size, and determine whether a hotel development at the airport would be economically viable and supportive of the District's long-term goals.

The [HVS Market Study](#) (January 15, 2026) evaluated existing lodging supply, demand generators, airport activity trends, regional economic conditions, and financial feasibility. The study was completed in coordination with ongoing airport capital improvements, air service growth, and long-range planning efforts.

### **SUMMARY OF FINDINGS**

HVS concluded that development of a hotel on airport property is market-supported and feasible. Key findings include:

- The local lodging market is underserved by modern, upper-midscale, limited-service hotels, particularly those with interior corridors and contemporary amenities.
- HVS recommends development of an upper-midscale, limited-service branded hotel with approximately 80–100 rooms.
- The airport-adjacent site offers strong competitive advantages, including visibility, accessibility, proximity to air service, and adjacency to key demand generators such as business travelers, government users, healthcare providers, tourism activity, and airport passengers.
- Continued passenger growth at OTH, including increased service and aircraft upgauging, strengthens long-term lodging demand.
- The proposed hotel is projected to achieve sustainable operating performance following stabilization and compares favorably with the existing competitive set.

- Development is best pursued through a ground lease model, allowing the District to retain land ownership while generating long-term non-aeronautical revenue.

### **FISCAL IMPACT:**

Development of a hotel on District-owned land would create a new, long-term revenue stream through a ground lease with a private development partner. While final lease terms would be subject to negotiation and Board approval, typical airport hotel ground leases generate revenue through a combination of:

- Base land rent, and
- Percentage rent is tied to gross hotel revenues (or a hybrid structure).

This revenue would be considered non-aeronautical income, directly supporting the FAA's requirement that airports strive to be as financially self-sustaining as possible. Over the life of the lease, hotel development has the potential to generate significant recurring revenue that can be used to support airport operations, maintenance, capital reserves, and future improvements—without relying solely on aeronautical fees.

Importantly, under a ground lease structure:

- The District retains ownership of the land;
- The developer finances, constructs, and operates the hotel; and
- The District's financial exposure is limited while still realizing long-term economic benefit.

Final revenue projections will be refined as part of future negotiations, an RFQ/RFP process, and Board direction regarding lease structure and terms.

### **STRATEGIC CONSIDERATIONS**

In addition to direct lease revenue, a hotel at the airport would:

- Enhance passenger convenience and overall customer experience;
- Support air service retention and growth;
- Strengthening the airport's role as an economic engine for the South Coast region; and
- Complement recent and ongoing airport capital investments.

### **LEGAL CONSIDERATION:**

Any future hotel development would be subject to FAA grant assurances, applicable land-use requirements, and District procurement policies. Lease terms and development agreements would be reviewed by legal counsel prior to Board consideration and approval.

### **RECOMMENDATION:**

Accept the HVS Market Study and direct staff to proceed with discussing possible next steps with our consultant regarding marketing, solicitation approaches and timelines for a future RFQ/RFP process.

**MOTION:**

Move to accept the HVS Market Study and direct staff to consult with HVS regarding next steps, including, but not limited to marketing strategies, solicitation approaches, and proposed timelines for development of a future Request for Qualifications/Request for Proposals (RFQ/RFP), and to return to the Board with recommended options.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Commercial Apron Expansion Project

### **BACKGROUND:**

The Southwest Oregon Regional Airport's ("Airport") commercial apron serves as the primary aircraft parking and maneuvering area for scheduled airline service. In recent years, the Airport has experienced aircraft "upgauging" (larger aircraft replacing smaller aircraft) and operational constraints that make it increasingly difficult to efficiently stage, park, and turn aircraft on the existing apron footprint.

Based on recent planning coordination and the attached apron exhibits, staff believe the Airport will need to expand the commercial apron to support current and anticipated operational demands, reduce congestion during peak activity, and maintain safe and efficient aircraft movements in the terminal area.

The commercial apron expansion concept has been developed at a planning level and the project is currently estimated to cost \$1,200,000 (planning-level estimate).

### **FUNDING STRATEGY AND TIMING:**

**Federal Airport Improvement Program ("AIP") Timing:** While the apron expansion is an eligible candidate for future Federal Aviation Administration ("FAA") AIP funding, FAA coordination indicates the project would likely not be funded/constructed until late 2027 or sometime in 2028, based on anticipated programming timelines and competing priorities.

**Connect Oregon Opportunity:** A near-term opportunity exists to submit this project for a Connect Oregon grant. Connect Oregon requires a local match of at least 30%; however, staff recommend proposing a 40% local match to strengthen competitiveness.

**Match Financing and Potential Reimbursement:** To meet the proposed 40% match, staff recommend the Board consider authorizing use of the District's available financing tools, including drawing on the Coos County Airport District's ("District") Banner Bank line of credit, if necessary, to cover match cash flow needs.

In addition, staff notes that there may be future opportunities (subject to eligibility determinations and future approvals) to:

- Pursue AIP participation in a later phase or funding cycle that could potentially reimburse eligible costs previously paid locally; and/or
- Use Passenger Facility Charge ("PFC") revenues to reimburse the District for eligible costs, consistent with FAA requirements and future PFC programming.

Because these reimbursement pathways are not guaranteed and would require future FAA review and approval, staff recommends proceeding on the assumption that the District must be able to carry the match commitment independently if awarded.

**FISCAL IMPACT:**

- Total Project Estimate: \$1,200,000
- Connect Oregon Request (60%): \$720,000
- District Match (40%): \$480,000

Potential match funding sources may include available reserves and/or a draw on the District's Banner Bank credit line (with repayment timing to be evaluated based on cash flow, future grant reimbursements, and/or potential future PFC/AIP reimbursement eligibility).

**LEGAL CONSIDERATION:**

If awarded, the project would be subject to applicable state grant requirements and District procurement requirements. Staff will coordinate with legal counsel and appropriate funding agencies regarding grant agreement terms, contracting, and any applicable federal/state compliance items that may apply based on the ultimate funding structure.

**RECOMMENDATION:**

Authorize staff to submit a Connect Oregon grant application for the commercial apron expansion project and commit a local match of up to 40% (not to exceed \$480,000), with match funding to be provided through available District resources and/or a draw on the Banner Bank line of credit, if needed.

**MOTION:**

Move to authorize submission of a Connect Oregon grant application for the commercial apron expansion project (estimated at \$1,200,000) and commit a local match of up to 40% (not to exceed \$480,000), and further authorize the Executive Director to take all actions necessary to submit the application and, if awarded, to execute related grant documents subject to legal review and approval.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Commercial Apron Expansion Project IIJA Grant Application

### **BACKGROUND:**

The Southwest Oregon Regional Airport's commercial apron serves as the primary aircraft parking and maneuvering area for scheduled airline service. In recent years, the Airport has experienced aircraft "upgauging" (larger aircraft replacing smaller aircraft) and operational constraints that make it increasingly difficult to efficiently stage, park, and turn aircraft on the existing apron footprint.

Based on recent planning coordination and the attached apron exhibits, staff believe the Airport will need to expand the commercial apron to support current and anticipated operational demand, reduce congestion during peak activity, and maintain safe and efficient aircraft movements in the terminal area. The commercial apron expansion concept has been developed at a planning level and is currently estimated to cost \$1,200,000 (planning-level estimate).

### **FUNDING STRATEGY AND TIMING:**

#### **Federal AIP Timing**

While the apron expansion is an eligible candidate for future FAA Airport Improvement Program (AIP) funding, FAA coordination indicates the project would likely not be funded/constructed until late 2027 or 2028, based on anticipated programming timelines and competing priorities.

#### **IIJA Opportunity**

The Infrastructure Investment and Jobs Act (IIJA), enacted in November 2021, represents a historic federal investment in the nation's transportation infrastructure. Through IIJA, Congress authorized substantial funding to modernize airport facilities, improve safety and resiliency, enhance passenger experience, and strengthen the overall efficiency of the national aviation system.

For airports, IIJA funding is administered primarily by the Federal Aviation Administration (FAA) through several grant programs, including the Airport Infrastructure Grant (AIG) Program and discretionary programs that may support terminal, apron, and landside improvements. These grants are intended to supplement traditional AIP funding and allow airport sponsors to advance critical infrastructure projects that may otherwise be delayed due to funding limitations.

Because future reimbursement pathways are not guaranteed and would require additional FAA review and approval, staff recommend proceeding on the assumption that the District must be able to carry the local match commitment independently if an award is made. The IIJA grant submittal deadline was January 15, 2026.

**FISCAL IMPACT:**

- Total Project Estimate: \$1,200,000
- Connect Oregon Request (60%): \$1,140,000
- District Match (5% - 20%): \$60,000 – 240,000

Potential match funding sources may include available reserves and/or a draw on the District's Banner Bank credit line (with repayment timing to be evaluated based on cash flow, and/or potential future PFC/AIP reimbursement eligibility).

**LEGAL CONSIDERATION:**

If awarded, the project would be subject to applicable federal grant requirements and District procurement requirements. Staff will coordinate with legal counsel and appropriate funding agencies regarding grant agreement terms, contracting, and any applicable federal/state compliance items that may apply based on the ultimate funding structure.

**RECOMMENDATION:**

Ratify the submission of the IIJA grant application for the Commercial Apron Expansion Project

**MOTION:**

Move to ratify the submission of the IIJA application for the Commercial Apron Expansion Project and commit a local match of up to 20%.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Copier / Scanner Replacement

**BACKGROUND:**

In 2019, the Coos County Airport District purchased a used Kyocera office copier/scanner that was approximately six years old at the time of purchase at a cost of \$5,800. South Coast Office Supply has provided ongoing service and maintenance for the copier since that time.

Staff was recently advised by South Coast Office Supply that the existing copier is nearing the end of its useful life and that replacement parts for the unit are no longer manufactured. As a result, continued operation poses an increasing risk of extended downtime and unreparable failure.

Staff was provided with two options by South Coast Office Supply to replace the existing copier with a new Kyocera MZ4001ci copier/scanner:

Option 1 – Lease  
Term: 60 months  
Monthly cost: \$169.00  
Total cost over lease term: \$10,140.00

Option 2 – Purchase  
One-time purchase price: \$8,645.00

Under either the lease or purchase option, the service and maintenance agreement would be the same and includes all toner, supplies, parts, and service at the following rates:

Black & White: \$0.008 per page  
Color: \$0.045 per page

Both options provide the District with the same equipment and identical service terms. The primary difference is the overall cost and ownership structure.

The purchase option results in a lower total cost to the District compared to the 60-month lease, with an estimated savings of approximately \$1,495 over the life of the lease. In addition, purchasing the copier avoids long-term lease obligations while still maintaining predictable operating costs through the service agreement.

**FISCAL IMPACT:**

Given the District's historical usage patterns and the relatively modest capital cost, staff believes the purchase option represents the more cost-effective approach while maintaining reliable office operations. Sufficient funds are available within the current budget to accommodate the purchase and associated service costs.

**LEGAL CONSIDERATION:**

This agenda item has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, approve the purchase of the needed copier/scanner.

**MOTION:**

Move to authorize the purchase of a Kyocera MZ4001ci copier/scanner from South Coast Office Supply in the amount of \$8,645.00, and approve execution of the associated service and maintenance agreement.

# COOS COUNTY AIRPORT DISTRICT

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## ACTION REQUEST

**DATE:** January 22, 2026

**SUBJECT:** Approval of Employment Contract

**BACKGROUND:**

The proposed Employment Agreement is a successor contract between the Coos County Airport District and Rodger Craddock, who has served as Executive Director since July 2023. The initial contract expired on December 31, 2025. This agreement provides continuity of leadership and establishes the ongoing terms and conditions of employment effective January 1, 2026.

The agreement continues Mr. Craddock's appointment as the District's Executive Director and Chief Executive Officer, responsible for overall administration and operation of the District, execution of Board policies, regulatory compliance, capital project oversight, personnel management, and external relations. Duties and authority are consistent with District rules, policies, and the Executive Director's job description.

Compensation is set at an annual base salary of \$168,000, effective January 1, 2026, payable consistent with District payroll practices. Performance will be reviewed annually, with the Board retaining discretion to adjust compensation based on performance. Beginning July 1, 2026, and annually thereafter, the Executive Director's base salary will receive the same cost-of-living adjustment approved for non-contract District employees. No salary reductions will occur without separate Board action.

The agreement automatically renews annually unless terminated by either party. Voluntary resignation requires 60 days' written notice. Benefits, including vacation, sick leave, holidays, insurance, retirement, and other fringe benefits, are provided consistent with those offered to non-contract District employees. The District also covers specified professional memberships, conferences, and approved training consistent with budgeted allowances.

Termination without cause provides severance equal to six months' salary, while termination for cause includes no severance. The agreement includes standard indemnification provisions and is governed by Oregon law.

Approval of this successor contract supports organizational stability and continuity of executive leadership during an ongoing period of operational growth and capital investment.

**[Proposed 2026 Employment Contract](#)**

**FISCAL IMPACT:**

The compensation and benefits associated with the successor Employment Contract are included within the District's adopted budget and long-range financial planning and do not require additional budgetary action at this time.

**LEGAL CONSIDERATION:**

The proposed contract was drafted by legal counsel, and the agenda report has been reviewed and approved by legal counsel.

**RECOMMENDATION:**

If it pleases the Board, approve the successor employment contract.

**MOTION:**

Move to approve the successor Employment Contract between the Coos County Airport District and Rodger Craddock, and authorize the Board Chair to execute the agreement on behalf of the District.