

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, April 23, 2026 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

March 26, 2026 Board Meeting Minutes	03-05
Financial Report / Check Register	06-13
Maintenance / Operations Report	14-15
Public Relations / Communications Report	16-19

SECTION 2 - EXECUTIVE DIRECTOR REPORT:

Report followed by Recognition of Neil McKown	21-26
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SECTION 3 – ACTION ITEMS:

DFN Contract for Phone and Internet Service	28-29
Reimbursement Agreement for Glide Slope Relocation Project	30-21
Concourse Change Order 6	32

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting May 28, 2026

ADJOURN

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

March 26, 2026

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

Andrew Brainard, Commissioner

Absent

Caddy McKeown, Commissioner

Brent Pahls, Commissioner

Counsel Present

Melissa Cribbins

Staff Present

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

Media and Guests Present

Josh Scarberry; Marie Simonds (Zoom); Wayne Reiter (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

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

Bell: Aye; Benetti: Aye; Brainard: Aye

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

The Board received an update showing continued growth in passenger activity at OTH. Passenger traffic rose from 33,468 in 2022 to 52,864 in 2025, and early 2026 numbers continue to match the projected 6% annual growth rate. Through February, passenger counts were up 6.3% over last year, with additional increases expected as daily San Francisco service resumes March 29 and daily Denver service begins May 22.

Director Craddock also reviewed ongoing efforts to expand commercial air service. The Airport secured another year of SCASDP funding to support development of a Portland route and other service opportunities. In April, the Executive Director will meet with multiple airlines to discuss Portland service, possible new destinations, and schedule enhancements for existing routes.

Updates were provided on major projects. The Concourse Improvement Project is complete, with a ribbon-cutting ceremony scheduled for April 6 in partnership with the local Chamber. The terminal will soon welcome Coastal Landing Café, operated by the owners of Monkey Business Café, with expanded hours planned for the summer travel season.

The RSA Expansion Project is nearly finished. Major construction is complete, and the ILS is expected to return to service by April 3.

SECTION 3: ACTION ITEMS

Motion:

Vice Chair Benetti (Second Commissioner Brainard) moved that the Board appoint MJ Koreiva, Steve Horne, and Jeff Adkins to serve on the CCAD Budget Committee for three-year terms.

Bell: Aye; Benetti: Aye; Brainard: Aye

Motion:

Commissioner Brainard (Second Vice Chair Benetti) moved that the Board adopt Resolution 2026-03-01 authorizing access to the CCAD's safety deposit box at Columbia Bank.

Bell: Aye; Benetti: Aye; Brainard: Aye

Motion:

Commissioner Brainard (Second Vice Chair Benetti) moved that the Board ratify Change Order 1 to the contract with West Coast Contractors for the amount of a \$125.60 credit, resulting in a revised contract total of \$3,275,645.40.

Bell: Aye; Benetti: Aye; Brainard: Aye

Motion:

Vice Chair Benetti (Second Commissioner Brainard) moved 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 food and beverage concession within the airport terminal.

Bell: Aye; Benetti: Aye; Brainard: Aye

PUBLIC COMMENTS

Mr. Scarberry, supervisor for the TSA at Southwest Oregon Regional Airport, spoke on behalf of his staff, sharing their heartfelt thanks to the Board, airport staff, and the community for their support during a challenging time. Scarberry reported that thanks in part to this support, all workers continue to show up for work and maintain a positive morale.

Marie Simonds of the Bandon Dunes Charitable Foundation shared a reminder about the upcoming 58th PGA Professional Championship at Bandon Dunes Golf Resort from April 26-29, and offered to answer any questions about the event.

COMMISSIONER COMMENTS

Commissioner Brainard and Vice Chair Benetti shared their gratitude for the hard work of the local TSA workers and all airport staff. Commissioner Brainard also expressed how excited he was to see the many projects going on at the Airport, including the soon to open Café.

Meeting adjourned to Executive Session at 7:57 a.m.

Public Meeting resumed at 8:24 a.m. and then adjourned.

COOS COUNTY AIRPORT DISTRICT

DATE: April 23, 2026

SUBJECT: Acceptance of March 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 83.33% of the fiscal year elapsed, and general fund property tax collections at 99.09% 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 \$810,751.85 (accounts payable) and \$134,551.67 (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
03/02/26	21395	Superior Construction Consulting Services	Const	4,620.00
Total 03/02/26:				<u>4,620.00</u>
03/03/26	21396	Lincoln Financial	Gen	275.00
03/03/26	21397	Lincoln Financial	Gen	275.00
Total 03/03/26:				<u>550.00</u>
03/05/26	21399	Coos Bay North Bend Water	BEC	205.87
03/05/26	21400	Coos Bay North Bend Water	BLM	548.36
03/05/26	21401	West Coast Fencing	BLM	486.09
03/05/26	21402	Action Trophies	Gen	72.00
03/05/26	21403	Arcadia Environmental	Gen	5,790.00
03/05/26	21404	Coos Bay North Bend Water	Gen	1,336.39
03/05/26	21405	DFW Airport Training Center	Gen	2,100.00
03/05/26	21406	Douglas Fast Net	Gen	166.23
03/05/26	21407	Hail-Brite Inc	Gen	1,617.70
03/05/26	21408	Melissa Cribbins, Attorney at Law	Gen	3,808.00
03/05/26	21409	NW Natural	Gen	1,217.37
03/05/26	21410	NW Natural	Gen	122.72
03/05/26	21411	NW Natural	Gen	141.49
03/05/26	21412	NW Natural	Gen	95.46
03/05/26	21413	Standard Insurance	Gen	1,057.94
03/05/26	21414	AFLAC	Gen	386.38
03/05/26	21415	Pony Creek Development	Gen	50,907.98
03/05/26	21416	Samuel Eley	Gen	204.00
03/05/26	21417	Travis Mickelson	Gen	204.00
Total 03/05/26:				<u>70,467.98</u>
03/09/26	21418	Knife River Materials	Const	70,191.14
03/09/26	21419	Reese Electric	Gen	727.00
03/09/26	21420	Oregon Pacific Bank	DHS	11,585.21
Total 03/09/26:				<u>82,503.35</u>
03/12/26	41421	Ardurra	Const	130,594.29
03/12/26	41422	H3 General Contractors	Const	113,269.00
03/12/26	41423	Bi-Mart Corporation	Gen	293.40
03/12/26	41424	Cascade Farm & Outdoor	Gen	102.57

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/12/26	41425	Comp-U-Talk	Gen	790.75
03/12/26	41426	DFW Airport Training Center	Gen	2,100.00
03/12/26	41427	KEZI	Gen	300.00
03/12/26	41428	KVAL	Gen	2,810.00
03/12/26	41429	Mark Lane	Gen	150.66
03/12/26	41430	Roto Rooter	Gen	86.00
03/12/26	41431	SAIF Corporation	Gen	1,587.02
03/12/26	41432	South Coast Office Supply	Gen	109.21
03/12/26	41433	SDAO	Gen	24,235.00
03/12/26	41434	Stephanie Kilmer	Gen	234.16
Total 03/19/26:				<u>276,662.06</u>
03/16/26	41435	Superior Construction Consulting Services	Const	4,620.00
Total 03/16/26:				<u>4,620.00</u>
03/19/26	21436	AirMedCare Network	Gen	1,485.00
03/19/26	21437	Cardmember Service	Gen	8,250.57
03/19/26	21438	Coos Art Museum	Gen	420.00
03/19/26	21439	KEZI	Gen	2,300.00
03/19/26	21440	Lighthouse Radio Group	Gen	300.00
03/19/26	21441	The Legend	Gen	500.00
03/19/26	21442	TK Elevator Corporation	Gen	7,040.69
Total 03/19/26:				<u>20,296.26</u>
03/26/26	21443	Vend West Services	BEC	15.00
03/26/26	21444	Bayshore Paints	Gen	306.75
03/26/26	21445	CnB Security	Gen	600.00
03/26/26	21446	Cardinal Employment Service	Gen	7,566.79
03/26/26	21447	City of North Bend	Gen	15,000.00
03/26/26	21448	Coastal Paper & Supply	Gen	18.42
03/26/26	21449	Coos Aviation	Gen	437.50
03/26/26	21450	DEQ	Gen	1,620.32
03/26/26	21451	Everon	Gen	37,421.07
03/26/26	21452	HGE Architects	Gen	1,373.79
03/26/26	21453	Hughes Fire Equipment	Gen	1,008.91
03/26/26	21454	Hughey Philips	Gen	3,075.33
03/26/26	21455	Industrial Source	Gen	303.23
03/26/26	21456	KVAL	Gen	1,000.00
03/26/26	21457	Peterson Machinery	Gen	318.28
03/26/26	21458	Stephanie Stroud CPA	Gen	4,800.00
03/26/26	21459	Streamline	Gen	1,038.00
03/26/26	21460	Vend West Services	Gen	10.00
Total 03/26/26:				<u>75,913.39</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/30/26	21461	West Coast Fencing	BLM	999.76
03/30/26	21462	Tri-County Plumbing	DHS	39.95
03/30/26	21463	Ace Hardware	Gen	667.61
03/30/26	21464	BNT Promotional Products	Gen	108.76
03/30/26	21465	Comfort Flow Heating	Gen	3,453.74
03/30/26	21466	Continental Batteries	Gen	76.32
03/30/26	21467	Coos Head	Gen	1,251.95
03/30/26	21468	Farr's True Value	Gen	63.95
03/30/26	21469	Ferrellgas	Gen	201.25
03/30/26	21470	Golders Napa	Gen	182.97
03/30/26	21471	Modern Floors	Gen	147.00
03/30/26	21472	Oil Changers	Gen	110.77
03/30/26	21473	Oregon Pacific Company	Gen	210.88
03/30/26	21474	Perry's Supply	Gen	150.21
03/30/26	21475	Platt	Gen	382.66
03/30/26	21476	Randle Bros Construction	Gen	700.00
03/30/26	21477	Reese Electric	Gen	1,972.00
03/30/26	21478	Sherwin-Williams	Gen	166.62
03/30/26	21479	Tom's Lock & Key	Gen	30.00
03/30/26	21480	Umpqua Valley Tractor	Gen	383.79
03/30/26	21481	Waste Connections	Gen	153.00
03/30/26	21482	West Coast Fencing	Gen	327.53
Total 03/30/26:				<u>11,780.72</u>
Grand Total:				<u>547,413.76</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/02/26	DB20260302	Banner Bank	BLM	44,337.26
03/02/26	DB20260302	Banner Bank	Gen	7,721.97
Total 03/02/26:				<u>52,059.23</u>
03/03/26	DB20260303	Carson Oil Co	Gen	1,540.40
03/03/26	DB20260303	Spectrum	Gen	405.50
Total 03/03/26:				<u>1,945.90</u>
03/04/26	30019	Five Star Airport Alliance	Const	147,092.00
03/04/26	DB20260304	North Bend Sanitation	Gen	173.95
03/04/26	DB20260304	North Bend Sanitation	Gen	807.31
03/04/26	DB20260304	North Bend Sanitation	BEC	647.97
03/04/26	DB20260304	North Bend Sanitation	BLM	327.77
03/04/26	DB20260304	North Bend Sanitation	BLM	327.77
Total 03/04/26:				<u>149,376.77</u>
03/10/26	DB20260310	Carson Oil Co	Gen	657.68
03/10/26	DB20260310	NW Natural	Gen	155.40
Total 03/10/26:				<u>155.40</u>
03/11/26	DB20260311	U.S. Cellular	Gen	299.14
Total 03/11/26:				<u>299.14</u>
03/12/26	DB20260312	ZiPLY	Gen	2,204.15
Total 03/12/26:				<u>2,204.15</u>
03/16/26	30019	TS Worldwide LLC	Gen	31,500.00
Total 03/16/26:				<u>31,500.00</u>
03/17/26	DB20260317	Banner Bank	Gen	131.03
Total 03/17/26:				<u>131.03</u>
03/23/26	DB20260323	Pacific Power	Gen	12,552.97
03/23/26	DB20260323	Pacific Power	Gen	24.44
03/23/26	DB20260323	Pacific Power	BEC	441.55
03/23/26	DB20260323	Pacific Power	BLM	3,124.04

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 03/23/26:				<u>16,143.00</u>
03/30/26	DB20260330	Banner Bank	Gen	7,721.97
Total 03/30/26:				<u>7,721.97</u>
03/31/26	DB20260331	Carson Oil Co	Gen	1,444.85
03/31/26	DB20260331	Spectrum	Gen	406.65
Total 03/31/26:				<u>1,851.50</u>
Grand Total:				<u>263,388.09</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/05/26	DB20260305	Payroll 03/05/2026	Gen	39,179.18
03/05/26	DB20260305	Internal Revenue Service	Gen	12,249.18
03/05/26	DB20260305	Oregon Department of Revenue	Gen	<u>3,531.62</u>
Total 03/05/26:				<u><u>54,959.98</u></u>
03/12/26	DB20260312	PERS	Gen	<u>15,290.07</u>
Total 03/12/26:				<u><u>15,290.07</u></u>
03/20/26	DB20260320	Payroll 03/20/2026	Gen	34,816.19
03/20/26	DB20260320	Internal Revenue Service	Gen	10,120.42
03/20/26	DB20260320	Oregon Department of Revenue	Gen	<u>3,009.64</u>
Total 02/20/26:				<u><u>47,946.25</u></u>
03/27/26	DB20260327	PERS	Gen	<u>16,355.37</u>
Total 03/27/26:				<u><u>16,355.37</u></u>
Grand Total:				<u><u>134,551.67</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
03/02/26	DB20260302	Bankcard Merchant	Gen	<u>156.60</u>
Total 03/02/26:				<u><u>156.60</u></u>
03/03/26	DB20260303	Authnet Gateway Billing	Gen	<u>15.00</u>
Total 03/03/26:				<u><u>15.00</u></u>
Grand Total:				<u><u>171.60</u></u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, April 23, 2026

Monthly Operations & Maintenance Report – Summary

This report provides an update on current and upcoming activities within Airport Operations and Maintenance. Items include required regulatory compliance efforts, ongoing maintenance and infrastructure projects, operational workload considerations, and scheduled training activities. Staff continue to focus on maintaining safe, compliant, and efficient airport operations while addressing both routine and emerging operational demands.

Annual Backflow Testing Compliance

Airport Operations staff are coordinating the required annual testing of all backflow prevention devices throughout airport and off-airport facilities. This work ensures continued compliance with applicable water system protection standards and safeguards the potable water supply. Newly constructed and recently occupied buildings have been added to the testing program to ensure full system coverage. Any deficiencies identified during inspection will be addressed promptly in coordination with certified contractors.

ARFF Training and Certification Activities

Aircraft Rescue and Firefighting (ARFF) personnel are maintaining required certifications, including CPR/AED recertifications and continuing education necessary for Emergency Medical Responder (EMR) license renewals.

To support ongoing proficiency, staff are participating in ride-alongs with Bay Cities Ambulance. These field experiences enhance operational readiness and reinforce emergency medical response capabilities while meeting training requirements.

Airfield Generator Repair

During routine maintenance, it was discovered that components of the airfield generator were worn and nearing failure. In response, repair work was initiated to address these deficiencies and ensure continued reliable operation of the system supporting critical airfield infrastructure.

Staff are working with qualified service technicians to complete the necessary repairs and verify system performance. The objective is to maintain uninterrupted backup power capability for essential airfield safety systems and minimize the risk of unexpected outage.

ZONTA Visit and Fire Station Use

The airport recently hosted members of ZONTA for a scheduled visit utilizing the Airport Fire Station. The event provided an opportunity to highlight ARFF capabilities and overall airport operations. Community engagement events such as this continue to support public awareness of airport functions.

Increased San Francisco Flight Operations

Service to San Francisco has returned to a seven-day-per-week schedule following the off-season period of reduced activity, which included four flights per week.

This increase has resulted in a higher operational workload for Airport Operations staff, requiring additional coordination, coverage, and day-to-day management of airfield activities.

Ship Traffic Monitoring Requirements

Airport Operations staff continue to fulfill required monitoring responsibilities related to Roseburg Lumber vessel arrivals and departures. This activity requires coordination beyond standard airfield operations and contributes to overall workload demands.

Airfield and Parking Lot Painting Preparation

Maintenance staff are preparing for upcoming airfield and parking lot pavement marking work. This seasonal maintenance is dependent on favorable weather conditions and will proceed when conditions allow.

Planning is underway to ensure all materials, equipment, and personnel are ready to support efficient completion. The work is necessary to maintain clear and compliant pavement markings for both airfield and public-use areas.

ARFF Vehicle Recertifications

Required ARFF vehicle recertifications are scheduled for May or June. These inspections and certifications ensure all response vehicles remain compliant with applicable safety and operational standards.

Staff are coordinating scheduling and logistics to minimize any impact on emergency response readiness during the certification process.

Wildlife Hazard Management Training and Plan Review

Mandatory wildlife hazard management training for all airport personnel is scheduled for May 6, ensuring staff remain current on mitigation procedures and safety practices.

In conjunction with this training, the annual review of the Airport Wildlife Hazard Management Plan will be completed. This review ensures continued compliance with FAA requirements and supports ongoing effectiveness of wildlife risk management strategies.

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

April 17, 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 DEN service and current SFO Daily Service, highlighting convenience, connectivity, and ease of travel from the South Coast.

Marketing & Digital Campaigns

Our partnership with the Coos Bay, North Bend & Charleston Visitor and Convention Bureau (VCB), continues with preparations being made for an influencer couple that will focus on outdoor activities. They will be arriving during the first weekend of the start of Denver Service. We are excited to reach this couple's excellent following on Facebook and Instagram. Travel writers have also included the airport in their blogs on the Coos Bay, North Bend, and Charleston Area.



Travel Southern Oregon Coast (TSOC) has provided links to video and photos that can be used in future campaigns.

A promotional graphic for the airport. The top section features a United Airlines plane on a runway with the text "DAILY FLIGHTS TO San Francisco" and "Book with United.com". Below this is the "EOTH" logo (Southwest Oregon Regional Airport) and "DENVER FLIGHTS Start May 21". The middle section has a dark blue background with white text: "DON'T DRIVE TO FLY - FREE PARKING!". The bottom section is a yellow and green banner for "Coastal LANDING CAFE BY MONKEY BUSINESS RESTAURANT", advertising "AWARD WINNING CHOWDER" and "Tacos • Salads • Burgers • & more!".

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 March the campaign still has a Click Through Rate (CTR) that is still above the average. Impressions on digital display ads are doing average. Campaigns are targeted to travel-focused audiences (age 25+) across Coos, Curry, Douglas, Josephine, and Western Lane counties.

All advertising includes the ease of access to our airport, free parking, and ability to connect with family and friends anywhere.

Communications, Outreach & Public Engagement

First and Second quarter activities continue to focus on public engagement, strategic communications, air service promotion, recognition efforts, and support for the airport's continued growth through earned media, paid advertising, and community outreach



A major highlight of the quarter was the dual ribbon-cutting celebration recognizing the opening of Coastal Landing Café along with the completion of the concourse/gate enclosure project and South Coast photography feature wall. The event drew more than 200 attendees and generated strong public interest, positive media coverage, and community support.



Additional outreach included:

- Presentation to the Zonta Luncheon, providing updates on commercial air service, airport improvements, and future opportunities.
- Participation in a Rick Dancer podcast focused on commercial flights, airport development, the proposed hotel, and other airport initiatives.
- Featured segment on Hooked on Oregon Radio, providing additional regional exposure.

- Continued coordination with Coastal Landing Café on opening promotion and marketing support.
- Updated airport asset video for promotional and digital use.
- Ongoing press releases, news distribution, and content development supporting Fly OTH messaging and airport initiatives.



Recognition & Award Preparation

Second quarter efforts also included preparation of recognition materials and award presentations highlighting contributions that support the airport’s mission and public-facing improvements. This included development of materials tied to the new concourse photography feature wall, recognition planning related to photography contributions and community partnerships, and support materials associated with showcasing airport enhancements and the passenger experience.



Second Quarter Advertising & Marketing Strategy

Second quarter strategy remains focused on increasing visibility, driving bookings, and reinforcing OTH as the preferred gateway for both regional travelers and destination visitors.

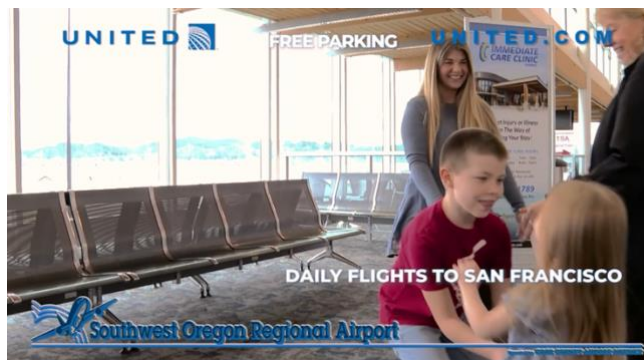
Market Focus

Marketing efforts continue targeting the airport’s catchment area from Florence to Brookings and inland to Roseburg and Scottsburg, encouraging travelers to consider OTH first.

Media & Advertising

Campaigns include radio, television, print, OTT, and digital advertising is focused on:

- Promoting daily San Francisco (SFO) service
- Building demand for daily Denver (DEN) seasonal service
- Reaching travelers driving to larger airports
- Expanding awareness through regional and destination-focused campaigns



Digital & Destination Marketing

Search, display, and retargeting campaigns continue targeting high-value travelers,

supported by Visitor & Convention Bureau partnership efforts and planned influencer promotion.

Community Engagement

Ribbon cuttings, open houses, earned media, and promotion of the new café continue supporting public awareness while reinforcing the airport's role as both a transportation gateway and community asset.

Park Steering Committee

The Park Steering Committee did not meet this month. The North Bend Youth Baseball Program began using the fields. An agreement for use of the field has been received. Their volunteers came in to do some field maintenance prior to practicing and they have set sanicans near the fields.



Oregon Bay Area Beautification is coming in to work on the park May 9th. Rotary is promoting the event and organizing some volunteers. The event is from 10am to 2pm.

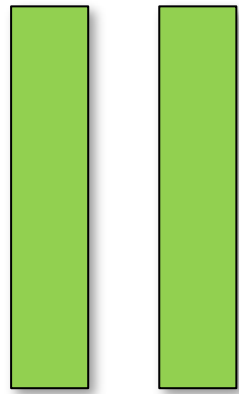
The next meeting of the Park Steering Committee will be held on May 14, 2026.

Overall Summary

Previous and future advertising and marketing are supporting air service growth, increased bookings, strengthening awareness, supporting recognition and outreach efforts, and positioning the Southwest Oregon Regional Airport as the preferred travel option for the South Coast region.



SECTION



EXECUTIVE
DIRECTOR'S
REPORT

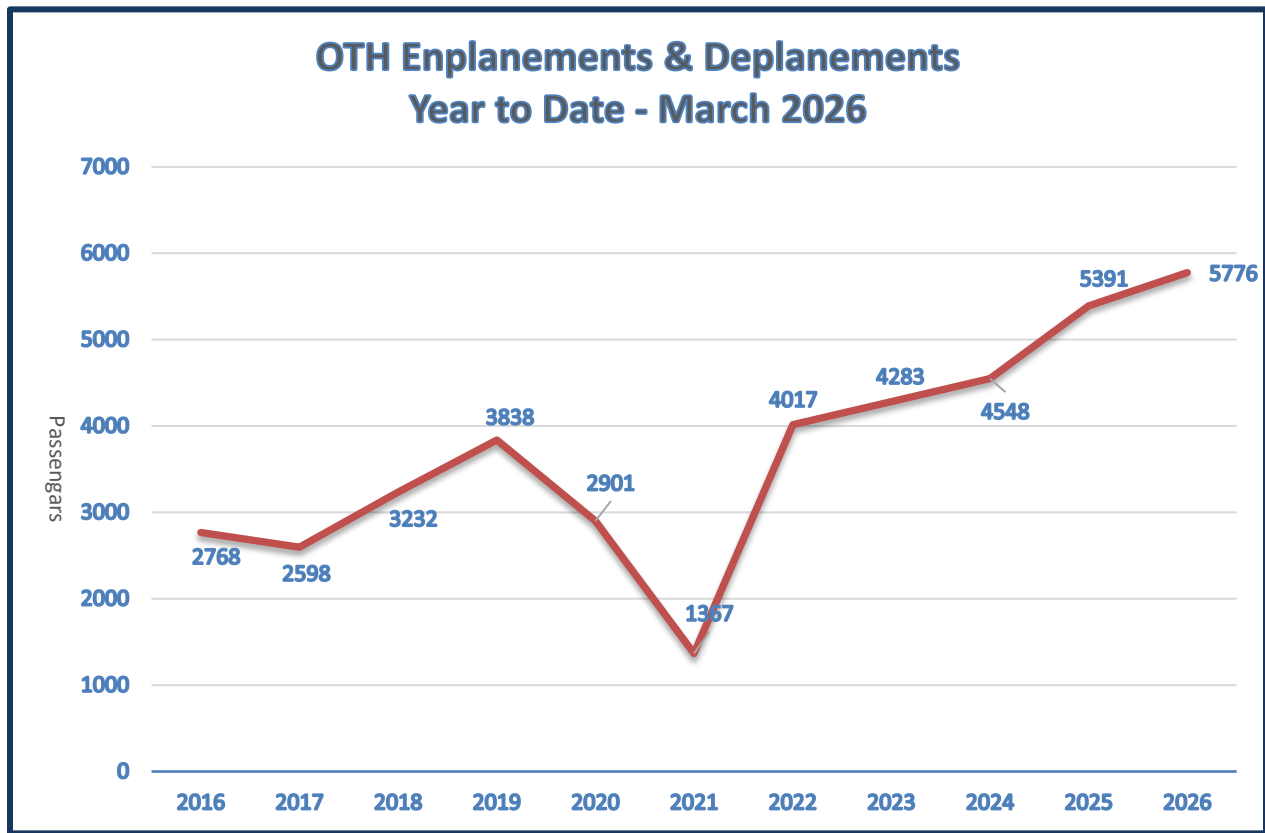
COOS COUNTY AIRPORT DISTRICT DEPUTY DIRECTOR'S REPORT

Thursday, April 23, 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 three months of 2026, 5,776 passengers traveled through the terminal

compared to 5,391 passengers during the same period in 2025, representing a 7.14% year-over-year growth, which further supports the reasonableness of Ardurra's forecast. This growth occurred while the airport was 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 began on March 29, and the daily Denver route will begin on May 21, 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, Rodger attended the Volaire Air Service Forum in San Luis Obispo this past week, where he held one-on-one meetings with representatives from six airlines, including three 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. Rodger is currently attending the NW AAE Conference in Bellevue, WA, April 22nd through the 24th, where he plans on meeting with our FAA Airport District Office (ADO) representatives to discuss upcoming and ongoing projects, such as the Airport Master Plan Update, future hotel development, and waste water treatment plant expansion.

Concourse & Coastal Landing Café Ribbon Cutting

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 hosted a Concourse Ribbon Cutting Ceremony on April 6, 2026, which was coordinated with the Coos Bay–North Bend–Charleston Chamber of Commerce. The event provided 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.



The Airport is pleased to welcome a new food concession to the terminal with the 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

opened Coastal Landing Café on March 29th. Initially, the café plans to operate from 10:00 a.m. to 2:00 p.m. to better serve passengers traveling on the San Francisco and Denver flights. Below is their current menu:



CALL AHEAD: 541-840-1384



TACOS

GRILLED FISH (Hand Cut & Local)	2 For \$13.50	3 For \$19.50
GRILLED SHRIMP	2 For \$13.50	3 For \$19.50
BBQ PORK	2 For \$13.50	3 For \$19.50
CAMPFIRE CHICKEN	2 For \$13.50	3 For \$19.50



AWARD WINNING CHOWDER

CLAM CHOWDER	BOWL	\$10.00
	BREADBOWL	\$16.75
LOADED BAKED POTATO CLAM CHOWDER	BOWL	\$12.50
	BREADBOWL	\$18.75

SALADS & WRAPS

ROTISSERIE CHICKEN SALAD WRAP (MAYO, ONION, CRANRAISINS, LETTUCE, SLAW)	\$10.00
CHICKEN CEASAR WRAP (CAESAR DRESSING, LETTUCE, SLAW, CHEESE)	\$10.00
SPICY CHICKEN WRAP (BAJA SAUCE, LETTUCE, SLAW, ONION)	\$10.00
CHICKEN BACON RANCH WRAP (RANCH, LETTUCE, SLAW, ONION, BACON)	\$12.00
BBQ CHICKEN WRAP w/BACON (BBQ SAUCE, LETTUCE, SLAW, ONION, BACON)	\$12.00
GARDEN SALAD (LETTUCE, CABBAGE, CARROTS, CHEESE, TOMATO, MUSHROOM)	\$ 8.00
CHICKEN SALAD – SALAD (MAYO, ONION, CRANRAISINS, LETTUCE, SLAW)	\$ 8.00

SANDWICHES & DOGS SERVED WITH CHIPS

ROTISSERIE CHICKEN SALAD SANDWICH (MAYO, ONION, CRANRAISINS, LETTUCE, SLAW)	\$12.00
VEGGIE SANDWICH (MAYO, LETTUCE, SLAW, ITALIAN DRESSING, TOMATO, ONION, AVOCADO)	\$12.00
BBQ PORK SANDWICH (MAYO, BBQ SAUCE, SLAW, TOMATO, PULLED PORK)	\$12.00
CHICKEN BACON RANCH SANDWICH (RANCH, LETTUCE, TOMATO, ONION)	\$12.00
CRABCAKE BLT SANDWICH (FRESH LOCAL DUNGENESS CRABCAKE, TARTAR SAUCE, TOMATO, ONION, BACON, BAJA SAUCE)	\$21.00
NATHAN'S ¼ POUND BEEF HOTDOG	\$ 9.00
CHICAGO'ish ¼ POUND DOG (TOMATO, ONION, DILL PICKLE, RELISH, PEPPERS, MUSTARD)	\$11.00

¼ POUND BEEF BURGERS SERVED WITH CHIPS

CHEESEBURGER (Mayonnaise, sweet relish, sweet pickle, tomato, lettuce, onion, cheese)	SINGLE	\$13.00
BACON CHEESEBURGER (Mayonnaise, sweet relish, sweet pickle, tomato, lettuce, onion, cheese)		\$14.00
BLUE CHEESE & BACON BURGER (Mayonnaise, sweet relish, sweet pickle, tomato, lettuce, onion, blue cheese)		\$14.00
SPICY BBQ SASQUACH BURGER (Mayonnaise, bbq sauce, tomato, grilled onion, jalapenos, cheese)		\$13.00
MUSHROOM BACON SWISS (Mayonnaise, tomato, sauteed mushrooms, swiss cheese)		\$14.00

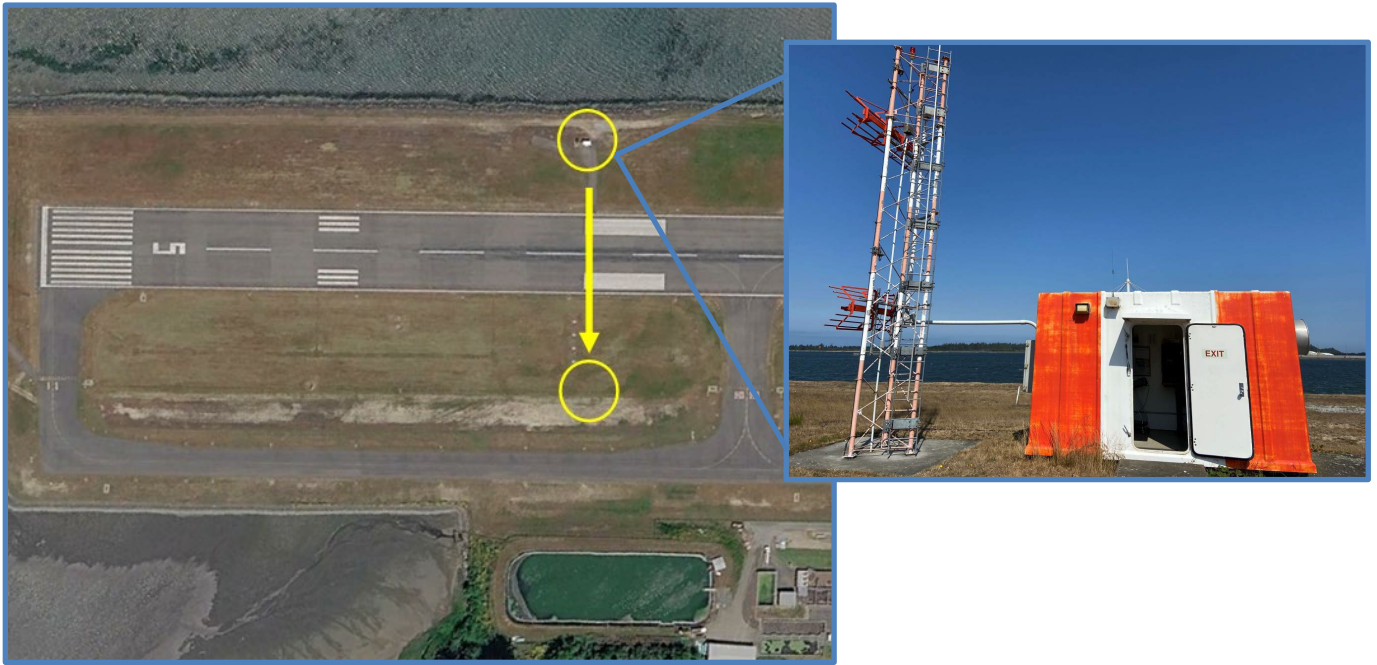
OTH Runway Safety Area (RSA) Expansion Project

The RSA Expansion Project has reached 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) was returned to service on March 27th. The contractor was on site at the beginning of the month, to complete the final punch list items, in order to finish and close out the project.



Glide Slope Relocation Project

As part of the Airport District's ongoing efforts to enhance safety and accommodate larger aircraft, the District reclassified its runways to meet updated FAA design standards several years ago. This reclassification led to changes in the Runway Safety Area (RSA) dimensions. Due to these changes, the existing Glide Slope (GS) system, which provides vertical guidance to aircraft during instrument approaches, must be relocated to ensure compliance with FAA safety and siting requirements.



The design and relocation of the Glide Slope system will be undertaken by the Federal Aviation Administration (FAA) technicians during the summer of 2027. To proceed with this work, the District entered into a Reimbursable Agreement with the FAA under which the District is responsible for reimbursing the FAA for project costs.

The FAA has prepared an amendment to the existing agreement (AJW-FN-WSA-23-NM-006107-A1) to reflect updated project scope and cost estimates. While the District is responsible for reimbursing the FAA for these costs, the project is eligible for FAA Airport Improvement Program (AIP) funding, which is expected to cover approximately 95% of the total project cost, with the District responsible for the remaining local match.

Cargo Facility Ribbon Cutting

In August of 2022, the Airport District was awarded \$3M in Connect Oregon grant funding for construction of a Cargo & NW Seafood Transfer Facility, which has been substantially completed. To celebrate the close out of the project, the Airport will host a Cargo Facility Ribbon Cutting Ceremony on May 28th between 5:00-7:00pm, on site at 1406 W Airport Way.



Invasive Weed Abatement

The City of North Bend received a grant from the Oregon State Fire Marshal (OSFM) in late 2024 to support wildfire risk reduction and related fire prevention efforts. As part of that program, the City has contracted with a local contractor, Outer Limits Construction, to perform noxious weed removal and vegetation management in targeted areas within the community.

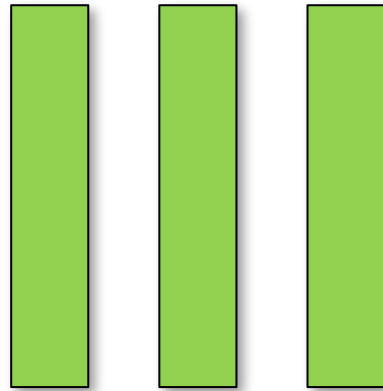
One of the locations included in the project is the hillside below the DHS building on airport property. The contractor has been concentrating his efforts in that area to remove noxious weeds and other vegetation that contribute to wildfire fuel loads. The effort will be managed by the City of North Bend and funded through their OSFM grant, so there will be no cost to the Airport District.

Work began March 23rd, and to date has removed seven dumpster loads of materials. Efforts are expected to continue through the summer, with removal of invasive vegetation located near the Bureau of Land Management, Waste Water Treatment Plant and North Bend Senior Center.



Budget Committee Meeting – Wednesday May 13th, 2026 at 5:30pm

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: April 23, 2026

SUBJECT: Approval of Agreement with Douglas Fast Net (DFN)
for Consolidated Communications Services

BACKGROUND:

The Coos County Airport District (“District”) currently receives a range of communications-related services from Ziplly Fiber and Douglas Fast Net (DFN), including business phone lines, internet connectivity, alarm system phone lines, and managed Wi-Fi services at the passenger terminal. These services support operations at multiple District-owned facilities, including the terminal, administrative offices, cargo facilities, maintenance areas, and other operational locations.

During Fiscal Year Ending (FYE) 2025, the District expended approximately \$41,000 for communications and connectivity services.

In an effort to evaluate potential cost savings and improve administrative efficiency, Office Manager Amos Vorster requested proposals from Ziplly Fiber, DFN, and Spectrum for the District’s communications and internet service needs, including the possibility of consolidating services under a single provider where feasible. Both Ziplly and DFN provided quotes. Based on the proposals received, DFN’s quote was the lower of the two, at \$1,727.66 per month to provide the requested consolidated services. The proposed agreement term with DFN will be 36 months.

Staff recommends that the District consolidate services and enter into an agreement with DFN to serve as the District’s sole-source provider for the communications services described above. Consolidation is expected to reduce annual communications costs and simplify service administration and support.

FISCAL IMPACT:

Current annual expenditures for communications services total approximately \$41,000. DFN’s proposed consolidated monthly cost of \$1,727.66 equates to \$20,731.92 annually, resulting in an estimated savings of \$20,268 per year, prior to any one-time transition costs (if applicable). Staff will coordinate the transition to minimize impacts to terminal operations and critical systems.

LEGAL CONSIDERATION:

This item involves execution of a communications services agreement. Staff will coordinate with District legal counsel as needed to ensure the final agreement terms are acceptable to the District.

RECOMMENDATION:

Approve entering into an agreement with Douglas Fast Net (DFN) to serve as the District's sole-source provider for consolidated communications services, and authorize the Executive Director to execute the agreement.

MOTION:

Move to approve an agreement with Douglas Fast Net (DFN) to serve as the Coos County Airport District's sole-source provider for consolidated communications services, and authorize the Executive Director to execute the agreement.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: April 23, 2026

SUBJECT: Amendment to Reimbursable Agreement AJW-FN-WSA-23-NM-006107-A1 – Glide Slope Relocation Project

BACKGROUND:

As part of the Coos County Airport District's (District) ongoing efforts to enhance safety and accommodate larger aircraft, the District reclassified its runways to meet updated Federal Aviation Administration (FAA) design standards several years ago. This reclassification led to changes in the Runway Safety Area (RSA) dimensions.

Due to these changes, the existing Glide Slope (GS) system, which provides vertical guidance to aircraft during instrument approaches, must be relocated to ensure compliance with FAA safety and siting requirements.

The design and relocation of the GS system will be undertaken by the FAA technicians during the summer of 2027. To proceed with this work, the District entered into a Reimbursable Agreement with the FAA under which the District is responsible for reimbursing the FAA for project costs.

The FAA has prepared an amendment to the existing agreement (AJW-FN-WSA-23-NM-006107-A1) to reflect updated project scope and cost estimates. The total estimated cost for the Glide Slope Relocation Project is \$984,178.71.

While the District is responsible for reimbursing the FAA for these costs, the project is eligible for FAA Airport Improvement Program (AIP) funding, which is expected to cover approximately 95% of the total project cost, with the District responsible for the remaining local match.

[Draft RA AJW-FN-WSA-23-NM-006107-A1](#)

FISCAL IMPACT:

The total estimated project cost is \$984,178.71.

- FAA AIP Grant Funding (95%): Approximately \$935,969.77
- District Share (5%): Approximately \$49,208.94

Funds for the District's share are anticipated to be budgeted within the Airport's Capital Improvement Program and may be eligible for reimbursement through future grant allocations.

LEGAL CONSIDERATION:

The Reimbursable Agreement and associated amendment have been prepared by the FAA and outline the responsibilities of both parties. Execution of the agreement is required for the FAA to proceed with design, permitting and relocation of the Glide Slope system. The District's legal counsel has reviewed and approved the proposed agreement.

RECOMMENDATION:

Staff recommends that the Board approve the amendment to Reimbursable Agreement AJW-FN-WSA-23-NM-006107-A1 with the FAA for the Glide Slope Relocation Project and authorize the Executive Director to execute the agreement on behalf of the District.

MOTION:

I move to approve the amendment to Reimbursable Agreement AJW-FN-WSA-23-NM-006107-A1 with the Federal Aviation Administration for the Glide Slope Relocation Project and authorize the Executive Director to execute all necessary documents.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: April 23, 2026

SUBJECT: Ratification of Change Order No. 6 – Concourse Capital Improvement Project

BACKGROUND:

The Concourse Capital Improvement Project was undertaken to protect the Coos County Airport District's (CCAD) investment in the escalators and elevator, address deficiencies in the concourse roof system, improve the overall appearance of the facility, and enhance the passenger experience at the Southwestern Oregon Regional Airport.

During construction, the District's project consultant identified areas requiring further investigation regarding potential moisture intrusion in the newly installed concourse roof system. This additional investigation was conducted by a third-party consultant. While moisture was found in certain areas and addressed by the roofing subcontractor at no additional cost to the District, other areas were inspected where no liquid moisture was present. Nonetheless, those areas required the installation of additional materials and patching to restore the roof system.

Change Order No. 6 reflects the cost of the additional labor and materials needed to reopen, repair, and restore those areas that were investigated but did not contain liquid moisture. The revised amount of the change order is \$695.16.

FISCAL IMPACT:

- Original Contract Amount: \$766,799.00
- Net Change from Previous Change Orders: \$39,716.40
- Contract Amount Before Change Order No. 6: \$806,515.40
- Change Order No. 6: \$695.16
- New Contract Total: \$807,210.56

LEGAL CONSIDERATION:

This report was reviewed and approved by the District's legal counsel.

RECOMMENDATION:

Staff recommends that the Board ratify Change Order No. 6 for the Concourse Capital Improvement Project for \$695.16.

MOTION:

I move to ratify Change Order No. 6 for the Concourse Capital Improvement Project for \$695.16.