

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

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

CALL TO ORDER

INTRODUCTIONS

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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

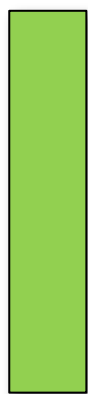
Next Regular Board Meeting March 26, 2026

EXECUTIVE SESSION

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

ADJOURN

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

January 22, 2026

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, January 22, 2026 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; Bob Hood, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Rick Skinner, Project Manager.

Media and Guests Present

John Meynink; Marie Simonds (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

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

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Director Craddock presented a summary of 2025 accomplishments for the Coos County Airport District. The airport experienced record passenger activity, with nearly 53,000 passengers, a 28% increase over 2024, driven primarily by significant growth on the Denver route. Customer engagement and commercial

activity increased, including growth in advertising, social media, ground transportation services, and related revenues.

The District also advanced several major capital projects supported by more than \$4.8 million in grants, including a new cargo facility, runway safety area expansion, and concourse improvements. Governance updates, lease actions, and long-range planning efforts were completed or initiated, positioning the District for continued growth in 2026.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board voted to adopt Resolution 2026-01-01 opting in to trail-use immunity under ORS 105.668, as amended by SB 179 (2025)

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner McKeown), the Board voted to ratify the Small Community Air Service Development Program one-year grant extension.

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the Board voted to approve the 2026 Rates and Fees.

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

Motion:

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

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner McKeown) the Board voted ratify Change Order #5 to the Concourse Construction Project, in the amount of \$96,356.00.

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to approve the Budget Calendar for FYE 27.

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

Motion:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) the Board voted to appoint Rodger Craddock as the Budget Officer for FYE 27 budget cycle.

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

Motion:

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

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

Motion:

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

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

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board voted to ratify the submission of the IJA application for the Commercial Apron Expansion Project and commit a local match of up to 20%.

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

Motion:

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

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

PUBLIC COMMENTS

Mr. Meynink expressed his interest in the potential of a Hotel project on District property and said he would appreciate having an opportunity to comment on future plans as they progress.

Mrs. Simonds expressed her thanks for the strong partnership between Bandon Dunes and the Southwest Oregon Regional Airport, noting that 2025 was also a banner year for their organization and that their guests have reports repeatedly shared positive reviews of their travel experience.

COMMISSIONER COMMENTS

Commissioner Brainard shared a brief status update from the Airport Park Steering Committee. He noted that the committee did not meet in December or January, but that Rotary continues to work behind the scenes, seeking proposals from civil engineering firms to perform engineering estimates for the first phase of the park project. These estimates will help when planning next steps of the project, including fundraising goals and project timelines.

Commissioner McKeown and Chairman Bell shared their excitement at seeing the growth of the previous year and thanked staff for supporting the forward movement of the Airport and its services.

Meeting adjourned to Executive Session at 8:12 a.m.

Public Meeting resumed at 8:45 a.m.

Motion:

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board voted to approve the successor Employment Contract between the Coos County Airport District and Rodger Craddock, and authorized the Board Chair to execute the agreement on the behalf of the District.

Bell: Aye; Brainard: Aye; McKeown: Aye

Meeting adjourned at 8:46 a.m.

COOS COUNTY AIRPORT DISTRICT

DATE: February 26, 2026

SUBJECT: Acceptance of January 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 58.33% of the fiscal year elapsed, and general fund property tax collections at 95.99% of budget.

Checks are routinely issued from the accounts payable account (weekly) and payroll account (twice monthly), as shown by the attached check registers totaling \$2,198,558.92 (accounts payable) and \$137,919.83 (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
01/01/26	21240	Superior Construction Consulting Services	Const	4,620.00
01/01/26	21241	West Coast Contractor	Const	579,010.89
Total 01/01/26:				<u>583,630.89</u>
01/07/26	21242	Salem Fire Alarm	BLM	90.00
01/07/26	21243	West Coast Fencing	Const	4,780.93
01/07/26	21244	Oregon Pacific Bank	DHS	11,585.21
01/07/26	21245	Bay Area Chambers of Commerce	Gen	3,000.00
01/07/26	21246	Douglas Fast Net	Gen	166.23
01/07/26	21247	Fulcrum Biometrics	Gen	600.00
01/07/26	21248	Melissa Cribbins Attorney at Law	Gen	2,210.00
01/07/26	21249	SAIF	Gen	1,587.00
01/07/26	21250	SDAO	Gen	31,703.00
01/07/26	21251	Standard Insurance	Gen	1,254.95
01/07/26	21252	Stephanie Stroud CPA	Gen	300.00
01/07/26	21253	TS Worldwide dbs HVS	Gen	7,500.00
01/07/26	21254	AFLAC	Gen	386.38
01/07/26	21255	Lincoln Financial	Gen	275.00
Total 01/07/26:				<u>65,438.70</u>
01/15/26	21256	Superior Construction Consulting Services	Const	4,620.00
01/15/26	21257	Bi-Mart Corporation	Gen	367.21
01/15/26	21258	CnB Security	Gen	600.00
01/15/26	21259	Cardmember Service	Gen	5,788.31
01/15/26	21260	Comp-U Talk	Gen	584.50
01/15/26	21261	Mark Lane	Gen	2,629.00
01/15/26	21262	Oregon Department of Aviation	Gen	150.00
01/15/26	21263	South Coast Office Supply	Gen	77.03
01/15/26	21264	Streamline	Gen	1,638.00
Total 01/15/26:				<u>16,454.05</u>
01/22/26	21265	Ardurra	Const	151,701.56
01/22/26	21266	West Coast Contractors	Const	844,050.81
01/22/26	21267	AmeriGas	Gen	149.75
01/22/26	21268	Southern Oregon Wireless	Gen	1,900.00
01/22/26	21269	Teletron Conumications	Gen	68.50
01/22/26	21270	Ziplay	Gen	540.00
01/22/26	21271	Ziplay	Gen	900.00
01/22/26	21272	Ziplay	Gen	1,027.12
Total 01/22/26:				<u>1,000,337.74</u>
01/27/26	21274	H3 Contractors	Const	180,952.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 01/27/26:				<u>180,952.00</u>
01/29/26	21275	Cincinnati Insurance Companies	Const	1,342.00
01/29/26	21276	HGE Architects	Const	2,894.71
01/29/26	21277	Ace Hardware	Gen	482.42
01/29/26	21278	Bayshore Paints	Gen	503.28
01/29/26	21279	Robert Brittsan	Gen	146.50
01/29/26	21280	Cardinal Employment Services	Gen	6,148.80
01/29/26	21281	Cascade Fire Equipment	Gen	695.00
01/29/26	21282	Coastal Paper	Gen	37.60
01/29/26	21283	Comfort Flow	Gen	1,197.00
01/29/26	21284	Comfort Flow	Gen	3,004.00
01/29/26	21285	Coos Art Museum	Gen	420.00
01/29/26	21286	Coos Head	Gen	355.17
01/29/26	21287	Farr's True Value	Gen	2.69
01/29/26	21288	Ferrellgas	Gen	337.86
01/29/26	21289	Golders Napa	Gen	199.69
01/29/26	21290	Robert Hood	Gen	204.00
01/29/26	21291	Industrial Source	Gen	296.03
01/29/26	21292	Industrial Steel & Supply	Gen	27.02
01/29/26	21293	KEZI	Gen	5,600.00
01/29/26	21294	Knutson's Carpet Hut	Gen	41.90
01/29/26	21295	KVAL	Gen	2,588.07
01/29/26	21296	Lighthouse Radio	Gen	300.00
01/29/26	21297	Mark Lane	Gen	204.00
01/29/26	21298	Maya Graphics	Gen	794.00
01/29/26	21299	O'Neils Overhead Doors	Gen	5,207.75
01/29/26	21300	Oregon Pacific Company	Gen	236.50
01/29/26	21301	Perry's Supply	Gen	55.96
01/29/26	21302	Platt Electric	Gen	170.91
01/29/26	21303	Roto Rooter	Gen	84.00
01/29/26	21304	Security Solutions Group	Gen	1,080.00
01/29/26	21305	Sherwin-Williams	Gen	1,024.62
01/29/26	21306	Streamline	Gen	200.00
01/29/26	21307	Teletron Communications	Gen	70.00
01/29/26	21308	The Helpful Herring	Gen	855.00
01/29/26	21309	The Legend	Gen	500.00
01/29/26	21310	TK Elevator	Gen	7,040.69
01/29/26	21311	Tom's Lock & Key	Gen	172.50
01/29/26	21312	Tri-County Plumbing	Gen	272.48
01/29/26	21313	Umpqua Valley Fire	Gen	480.00
01/29/26	21314	Umpqua Valley Fire	Gen	555.00
01/29/26	21315	Vend West	Gen	15.00
01/29/26	21316	Vend West	Gen	10.00
01/29/26	21317	Amos Vorster	Gen	252.00
01/29/26	21318	Waste Connection	Gen	115.50

Check Issue Date	Check Number	Payee	Fund	Check Amount
01/29/26	21319	Waynes Flooring & Tile	Gen	2,957.60
01/29/26	21320	West Coast Fencing	Gen	57.66
Total 01/29/26:				<u>49,234.91</u>
Grand Total:				<u>1,896,048.29</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
01/02/26	DB20260102	Banner Bank	Gen	6,529.27
Total 01/02/26				<u>6,529.27</u>
01/06/26	DB20260106	NW Natural	Gen	340.51
01/06/26	DB20260106	North Bend Sanitation	Gen	173.95
01/06/26	DB20260106	North Bend Sanitation	Gen	807.31
01/06/26	DB20260106	North Bend Sanitation	BEC	648.97
01/06/26	DB20260106	North Bend Sanitation	BLM	327.77
01/06/26	DB20260106	North Bend Sanitation	BLM	327.77
Total 01/06/26:				<u>2,626.28</u>
01/08/26	DB20260108	U.S. Cellular	Gen	299.15
Total 01/08/26:				<u>299.15</u>
01/09/26	30015	Tom E. Gayewski Construction Inc.	Const	117,693.15
Total 01/09/26:				<u>117,693.15</u>
01/12/26	30016	Knife River	Const	107,500.00
Total 01/12/26:				<u>107,500.00</u>
01/15/26	DB20260115	Banner Bank	Gen	113.12
Total 01/15/26:				<u>113.12</u>
01/22/26	DB20260122	Pacific Power	Gen	15,665.83
01/22/26	DB20260122	Pacific Power	BEC	1,090.92
01/22/26	DB20260122	Pacific Power	BLM	4,765.99
Total 01/22/26:				<u>21,522.74</u>
01/27/26	DB20260127	Carson Oil Co	Gen	683.32
Total 01/27/26:				<u>683.32</u>
01/28/26	DB20260128	Banner Bank	BLM	44,337.26
Total 01/28/26:				<u>44,337.26</u>
01/29/26	DB20260129	Pacific Power	Gen	795.85

Check Issue Date	Check Number	Payee	Fund	Check Amount
Total 01/29/26:				<u>795.85</u>

Grand Total: 302,100.14

Check Issue Date	Check Number	Payee	Fund	Check Amount
01/05/26	DB20260105	Payroll 01/05/2026	Gen	45,234.01
01/05/26	DB20251205	Internal Revenue Service	Gen	13,597.84
01/05/26	DB20251205	Oregon Department of Revenue	Gen	<u>3,963.34</u>
Total 01/05/26:				<u><u>62,795.19</u></u>
01/20/26	DB20260120	Payroll 01/20/2026	Gen	40,965.12
01/20/26	DB20260120	Internal Revenue Service	Gen	12,456.12
01/20/26	DB20260120	Oregon Department of Revenue	Gen	<u>3,694.14</u>
Total 01/20/26:				<u><u>57,115.38</u></u>
01/28/26	DB20260128	PERS	Gen	<u>18,009.26</u>
Total 01/28/26:				<u><u>18,009.26</u></u>
Grand Total:				<u><u>137,919.83</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
01/02/26	DB20260102	Bankcard Merchant	Gen	395.24
01/02/26	DB20260102	Authnet Gateway Billing	Gen	15.25
Total 12/01/25:				<u>410.49</u>
Grand Total:				<u>410.49</u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, February 26, 2026

Monthly Operations & Maintenance Overview

This report highlights key operations and maintenance activities at the airport during the past month. Staff efforts focused on ensuring safety and readiness through ARFF training, equipment repairs, and coordination with visiting military pilots, while also completing in-house facility and infrastructure improvements. Notable achievements include cost-saving initiatives on remodeling projects, early detection and repair of utility issues, and upgrades to critical operational systems—all of which support efficient, safe, and reliable airport operations.

Annual USCG Pilot Orientation Event

During the reporting month, airport staff supported the annual orientation event for incoming pilots from the United States Coast Guard (USCG). This recurring event plays an important role in maintaining effective coordination between the airport and military flight operations that utilize airport facilities.

Airport Operations personnel worked directly with visiting pilots to facilitate guided visits to the Air Traffic Control Tower and the Aircraft Rescue and Firefighting (ARFF) station. These visits provide pilots with a practical understanding of how day-to-day interactions with local airport operations will occur, including communications procedures, ground movements, and emergency response coordination.

The event also allows airport staff to explain available support services, clarify mutual expectations, and establish professional working relationships early. Overall, this annual engagement supports safe and efficient operations and reinforces cooperative use of the airport by both civilian and military aviation partners.

ARFF Training and Recertification

ARFF Chief Hood and Operations Agent Mark Lane attended annual ARFF recertification training at the DFW Fire Training Research Center located at Dallas/Fort Worth International Airport (DFW).

The training included hands-on, scenario-based instruction in aircraft firefighting, rescue operations, incident command, and emergency response coordination. Participation ensures ARFF leadership and operations staff remain current with required certifications, industry best practices, and federal standards, supporting continued readiness at the airport.

ARFF 3 Maintenance and Repairs

During the month, maintenance staff completed repairs on one of the airport's older Aircraft Rescue and Firefighting vehicles, identified as ARFF 3. While the unit remained operational and able to stand duty, several worn components had begun leaking and required replacement to prevent further issues.

The affected parts were replaced, and repairs are now complete. ARFF 3 has been returned to service and continues to support the airport's safety and emergency response operations.

Concourse Carpet Installation

The Maintenance team installed new carpet in the remodeled concourse area. By completing this work in-house rather than through the project contractor, the airport reduced overall project costs while still achieving a clean, finished space suitable for daily operations.

Cargo Facility Interior Improvements

In addition to concourse work, the Maintenance team is working to complete construction and painting of an interior wall in the newly built cargo facility. This work was initially proposed as a contractor change order with an estimated cost exceeding \$150,000. By completing the work in-house, the maintenance team achieved significant cost savings while ensuring the improvements met operational needs.



Water Line Leak Repair – BLM Meter

Maintenance also addressed a water leak identified near the meter serving the Bureau of Land Management (BLM). Investigation determined the leak was caused by tree roots creating a small fracture in the water line.

Because the issue was identified early, staff completed repairs promptly, minimizing water loss and preventing further damage.

Luggage Handling System Maintenance and Upgrades

Finally, maintenance and repair work was completed on the airport's luggage handling system. Outdated and unsupported operating software was upgraded to a current, supported version.

In addition, the outgoing baggage belt between the airline ticket counter and the Transportation Security Administration (TSA) screening area was fully rebuilt, and other system components were replaced as needed. These upgrades improve reliability and reduce the risk of operational disruptions.



COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

February 18, 2026

Marketing, Community Outreach & Social Media Report

Marketing, Community Outreach, and Social Media efforts this period focused on strengthening regional partnerships, advancing tourism alignment, supporting major capital projects, and increasing public engagement. Through active participation in regional economic development and tourism organizations, the Airport continues to position itself as a key gateway and economic driver for Oregon's South Coast.

Significant emphasis was placed on supporting the launch of the Airport Master Plan process, preparing for the Travel Southern Oregon Coast(TSOC) Network Conference, developing a competitive grant proposal for the sterile-area gateway video wall, and maintaining consistent media and social media communications. These efforts ensure that infrastructure improvements, air service growth, and community initiatives are clearly communicated to stakeholders and the public.

Community Engagement & Regional Partnerships

This past reporting period, I continued actively participating in regional partner meetings to ensure the Airport remains aligned with broader tourism, economic development, and community priorities. The following were organizations I attended.

- Coos Bay, North Bend & Charleston Visitor and Convention Bureau
- Travel Southern Oregon Coast
- South Coast Development Council
- Bay Area Chamber of Commerce

At each meeting, I shared updates on passenger growth, air service development, capital improvement projects, and the launch of the Airport Master Plan process. These meetings continue to be valuable opportunities to reinforce the Airport's role as both a transportation hub and a regional economic driver.



The most recent was the VCB meeting in which their director reported page views for the the SFO route. This partnership has been successful for Denver and because of that success the organization decided to do scheduled in SFO. They are also preparing for DEN and partnering with CCAD to do influencer advertising in May.

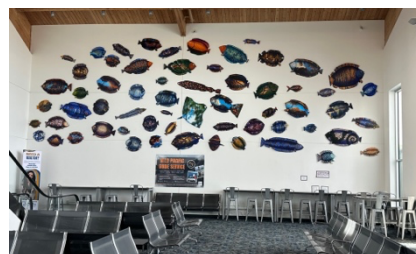
Travel Southern Oregon Coast – Network Conference

I have been working closely with TSOC on their network conference, which brings Destination Marketing Organizations, hospitality professionals, outdoor recreation business owners, and community leaders into the same room to address shared tourism priorities and challenges. As part of the upcoming TSOC Conference, we will be hosting the Welcome Reception for conference attendees at the Airport and providing guided tours of the ARFF Station, Terminal Improvements and the Concourse Enclosure Project. This is an excellent opportunity to showcase recent investments, highlight modernization efforts, and reinforce the Airport's importance as the gateway to Oregon's South Coast.



At the conference, I will present my grant proposal to help fund an upgrade to the sterile (secure) area of the terminal through the installation of a Gateway Video Wall. The project is designed to enhance the sense of arrival and better connect travelers to the South Coast experience immediately upon entering the secure area.

This will be presented live during the Whale Tank Event at the conference, competing against seven other projects for funding. The project strongly aligns with TSOC's strategic priorities and reinforces our continued effort to modernize the passenger experience while supporting regional tourism.



AIRPORT MASTER PLAN OPEN HOUSE

Tuesday, January 27, 2026 | 5 pm to 7 pm

Southwest Oregon Regional Airport
1100 Airport Lane, North Bend, OR 97459

Learn about the process and long-range planning to guide the future of the Coos County Airport District.



Airport Master Plan Launch & Public Outreach

Marketing and communications efforts supported the official launch of the Airport Master Plan process. I coordinated:

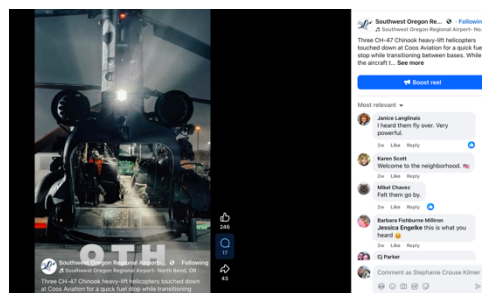
- Website updates
- Online communication tools, including a public comment form
- Social media messaging to promote engagement
- Media outreach to ensure community awareness

These efforts are focused on transparency, accessibility, and encouraging meaningful public participation throughout the planning process.

Media & Social Media Engagement

Social media engagement this period included promotion of:

- The Airport Master Plan launch
- Capital improvement updates
- Community partnerships
- Airport news and developments



I also worked directly with media outlets to help disseminate important information and ensure consistent, accurate coverage of Airport initiatives. The Facebook Post showcased received 43 shares and over 14-thousand views.

Visual Assets & Branding

I am currently working on updating aerial photography of the Airport District to reflect the significant improvements that have taken place, including parking expansion, terminal upgrades, and airfield enhancements. Updated visuals will support future grant applications, presentations, marketing materials, and tourism partnerships.

Rotary Park Steering Committee

I attended the Coos Bay–North Bend Rotary Club Park Steering Committee meetings as well. I will be providing a separate report detailing the progress and next steps for that project.

Summary Overview

Overall, my focus continues to be on strengthening regional partnerships, elevating the Airport's visibility, and ensuring that our growth and modernization efforts are clearly communicated to the public and stakeholders. From tourism collaboration and grant development to public engagement and media outreach, these efforts help position the Airport as both a community asset, regional gateway, and a driver of long-term regional growth.



Coos Bay–North Bend Rotary Update Airport Heights Park Revitalization Project

Presented to the Coos County Airport District Board



On behalf of the Coos Bay–North Bend Rotary Club, we are pleased to provide an update on the Airport Heights Park Revitalization Project. Under the Memorandum of Understanding (MOU) with the Coos County Airport District (CCAD), Rotary continues to lead coordination and advancement of the project.

Although the CCAD Park Steering Committee did not meet in February, Rotary wanted to ensure the Board received a timely update. Work has continued in the background, and meaningful progress has been made. The process of developing and issuing the Request for Proposals (RFP) to engineering firms included participation and input from members of the Airport’s Steering Committee. Their insight helped strengthen the evaluation process and ensure alignment and long-term infrastructure considerations.

We are excited to report that proposals have been received and reviewed, and an engineering firm has been selected to guide the next phase of development. It marks a significant milestone for the project. Upon contract execution, the engineering team will begin providing detailed cost estimates and supporting the kickoff of major fundraising efforts necessary to move the project toward construction.

In addition to the engineering firm selection, the developers of the park’s master plan remain actively engaged in supporting the project’s advancement. Groundworkshop, which completed the Master Plan for the park, has continued to check in on progress and has provided valuable information regarding emerging funding opportunities. Their continued involvement reflects a shared commitment to seeing the project move from concept to completion.

This transition represents a pivotal shift from vision and conceptual planning to tangible implementation. As Rotary Chair Samantha Oswald shared:

“We are proud to move from vision to action, transforming concepts into real progress as Airport Heights Park advances toward engineering and construction.”

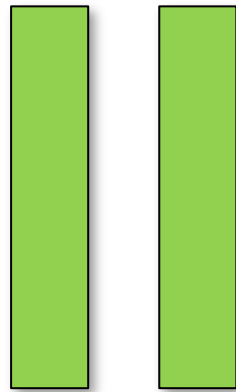
The Club plans to update its website and may provide additional on-site progress updates within the park to keep the community informed. Once the engineering firm is officially under contract, Rotary will coordinate a formal press release and broader public relations activities to announce the milestone and highlight the next steps in the revitalization effort.

Additionally, the Rotary Board has formally accepted the recommendation of the Rotary Park Steering Committee to proceed with this next phase, demonstrating strong organizational alignment and commitment to delivering a successful outcome.

In the coming weeks, we will provide updates on engineering timelines, phased development plans, fundraising strategy, and opportunities for community partners to engage in the revitalization effort.

We appreciate the continued partnership with the Coos County Airport District and look forward to advancing this important community asset together.

SECTION



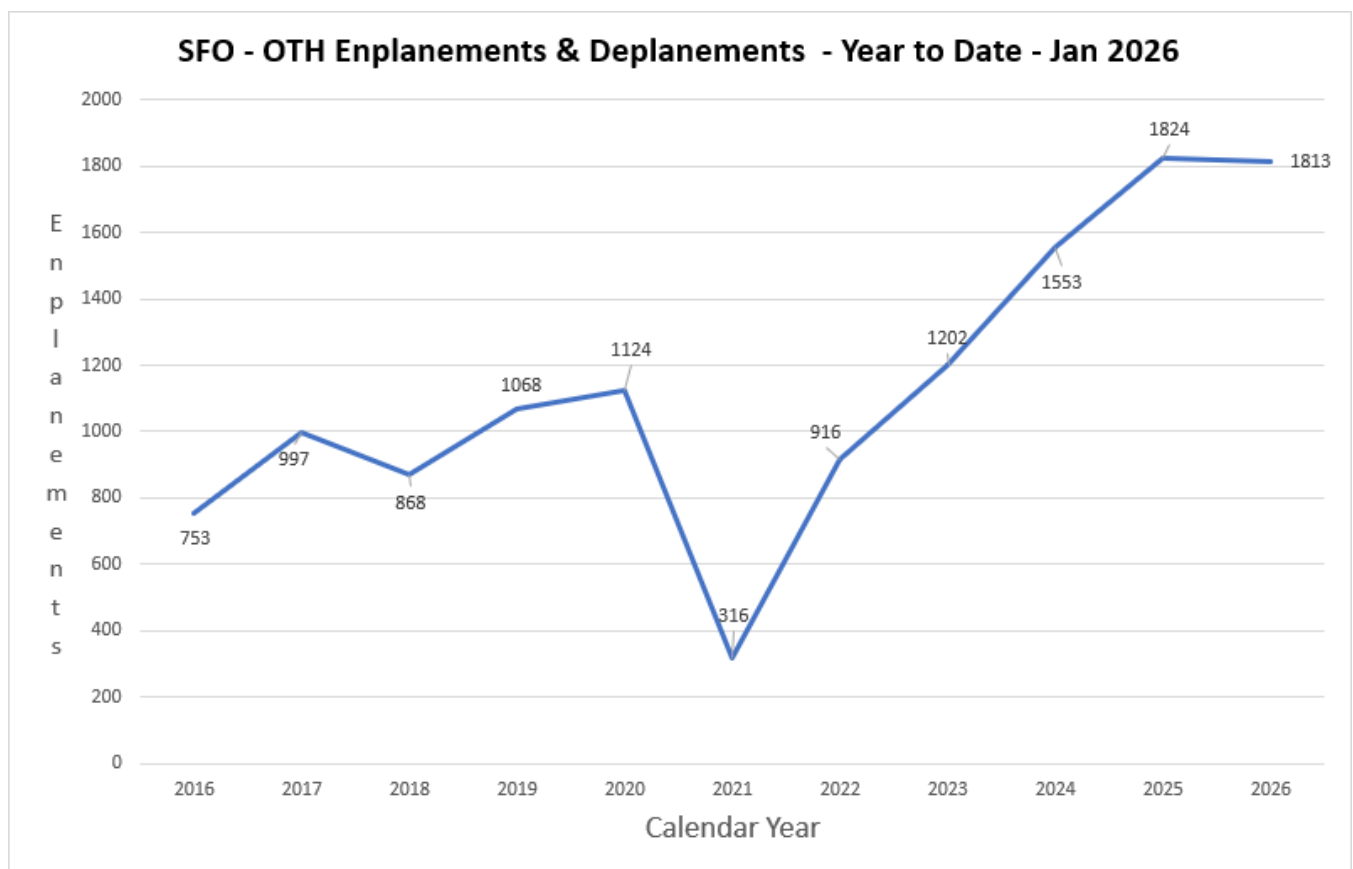
EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, February 26, 2026

Commerical Passenger Traffic

In 2025, the District realized a 28% increase in the number of passengers passing through the terminal, including a 17.5% increase over the same period in 2024. The strong growth trend has continued into 2026. As illustrated in the graph below, 1,824 passengers passed through the terminal in January 2025, compared to 1,813 passengers in January 2026, essentially maintaining last year's elevated activity levels and demonstrating continued demand for air service in the market.



Concourse Capital Improvement Project

I am happy to report that the Concourse Capital Improvement Project is substantially complete. The only remaining portion of the project is installation of the Acrovyn wall covering, which will feature iconic photos of our area. The Acrovyn wall covering is currently in manufacturing and is scheduled to be delivered and installed in early April.

The project was initiated to better protect the District's substantial investment in the escalators and the elevator, address the failing metal roof, improve the visual appearance 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 improvements. These upgrades were necessary to protect the building envelope from coastal weather exposure, reduce ongoing maintenance costs, and improve long-term reliability of the facility.

In addition to addressing deferred maintenance, the Concourse Capital Improvement Project aligns with the Airport's broader strategic objective of modernizing terminal facilities to support sustained passenger growth.



New Cargo Facility

The Coos County Airport District's cargo facility project replaces a former WWII-era cargo structure that was demolished several years ago. In October 2021, CCAD applied for and was awarded a \$3,000,000 Connect Oregon VIII (MMTF) grant to support construction of a new Cargo and Pacific Northwest Seafood Transfer Facility. In December 2023, CCAD engaged Ardurra to provide design, bidding support, and construction administration services, and in February 2025 the Board awarded a construction contract to H3 General Contractors for \$4,062,291, including project contingency.

The project is now substantially complete, with only final closeout items and punch-list work remaining. Staff anticipates the first two tenants will begin moving into the facility in March, marking an important milestone in restoring and expanding OTH's cargo handling capacity and supporting future air freight growth.



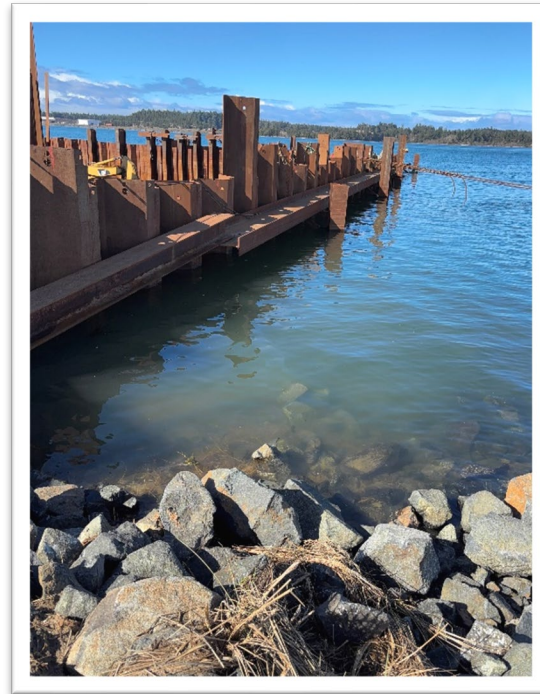
OTH Runway Safety Area (RSA) Expansion Project

The Runway Safety Area (RSA) Expansion Project at Southwest Oregon Regional Airport (OTH) is designed to bring the runway into full compliance with FAA safety standards and

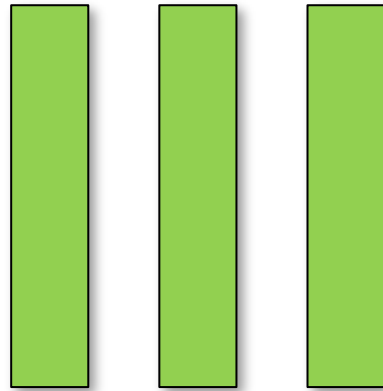
enhance protection in the event of an aircraft undershoot, overshoot, or excursion. The Board awarded a construction contract to West Coast Contractors last year following completion of design and environmental review.

Because a portion of the project area is adjacent to Coos Bay, a cofferdam was constructed to hold back bay water and allow excavation and installation of a retaining wall consisting of more than 450 Ultra Blocks. The contractor has experienced setbacks due to failures in portions of the cofferdam system and dewatering pumps, requiring additional corrective work.

Although the project was anticipated to be completed this week, the revised estimated completion date is April 2026. Upon completion, the project will significantly strengthen runway safety and support continued commercial air service at OTH.



SECTION



PRESENTATIONS

COOS COUNTY AIRPORT DISTRICT

PRESENTATION

DATE: February 26, 2026

SUBJECT: Recognition of Maintenance Supervisor Retirement

BACKGROUND:

Today, we're honored to recognize something truly remarkable—25 years of service, dedication, and leadership from someone who has quietly been the backbone of this organization.

Scott Knight's journey began in 1996 at the Port of Coos Bay. When the Coos County Airport District was formed in 2001, he embraced the opportunity to transfer into the maintenance department of the newly established District. It didn't take long for Scott to prove himself indispensable. In 2010, he was promoted to Maintenance Supervisor, and in 2013, he once again stepped forward—this time helping establish the Airport Fire Department as one of the very first ARFF officers.

For more than two decades, Scott has been the person we call when something breaks, fails, rattles, leaks, sparks, or simply stops working—often at the most inconvenient times: nights, weekends, and holidays. But being an exceptional Maintenance Supervisor isn't just about fixing equipment. It's about ensuring operations continue without interruption, keeping people safe, and leading with steady confidence when challenges arise. Scott has done exactly that—day in and day out—without seeking recognition, but always setting the standard.

Over the years, he has witnessed and contributed to tremendous growth and transformation: the construction of a new airport terminal, air traffic control tower, commercial hangar, expansion of the main apron with attached cargo facility, and the development of the Department of Human Services campus. He also oversaw the removal of more than 20 World War II-era buildings, many of which were at one time used by the maintenance department. Resulting in Scott successfully navigating multiple maintenance shop relocations, ensuring continuity every step of the way.

Scott also played a pivotal role in bringing more professional services in-house. Today, airfield painting and marking, along with many minor construction projects—such as office remodels, siding, and roof repairs—are completed by our own team. His leadership in this shift has saved the District substantial funds year after year while strengthening our internal capabilities.

What truly sets Scott apart, however, is the respect he has earned. Not because of a title, but because of his integrity, consistency, and unwavering willingness to step up whenever needed. That kind of respect isn't assigned—it's earned over time through action and character.

Scott's fingerprints are everywhere across this District, whether people see them or not. His impact is lasting, his legacy undeniable, and his 25 years of service are something we celebrate with deep gratitude and admiration.

RECOMMENDATION:

Thank you, Scott, for everything you've given to this organization and we'd like to present you with a plaque and thank you for years of hard work, commitment, and leadership.

COOS COUNTY AIRPORT DISTRICT

PRESENTATION

DATE: February 26, 2026

SUBJECT: Recognition of Maintenance Employee Retirement

BACKGROUND:

Today, we are honored to recognize and celebrate Steve Bettelyoun's 18 years of dedicated service to the District.

For nearly two decades, Steve has been someone we could always count on — the employee who arrives early, puts in a full day's hard work without complaint or drama, and consistently sets the standard for dependability. Quite simply, Steve is "Mr. Dependable."

Throughout his tenure, he has witnessed — and contributed to — tremendous growth and transformation within the District, including the construction of a new air traffic control tower, commercial hangar, cargo facility, and the development of the Department of Human Services campus. His steady presence and strong work ethic have helped support each of these milestones.

Steve has consistently demonstrated professionalism, reliability, and an unwavering commitment to maintaining a safe and efficient working environment. Whether managing daily maintenance operations or responding to urgent repairs, his work has played a vital role in keeping the Airport running smoothly and supporting the District's overall success.

Beyond his skills and dedication, Steve will be remembered for his positive attitude, team spirit, and, of course, his mowing prowess. He has made a lasting impact not only on our facilities but also on the colleagues who have had the privilege of working alongside him.

RECOMMENDATION:

Thank you, Steve, for everything you've given to this organization and we'd like to present you with a plaque and thank you for years of hard work and dependability.

COOS COUNTY AIRPORT DISTRICT

PRESENTATION

DATE: February 26, 2026

SUBJECT: Airport Master Plan Update – Process and Progress Report

BACKGROUND:

The Coos County Airport District initiated an update to the Southwest Oregon Regional Airport (OTH) Airport Master Plan to ensure the airport's planning framework reflects current operational conditions, infrastructure needs, aviation demand forecasts, and long-term development opportunities. The Master Plan update is being conducted in coordination with the Federal Aviation Administration (FAA), the Oregon Department of Aviation, and local stakeholders.

The District retained Ardurra, with Wayne Reiter serving as the project manager, to lead the planning process and prepare the updated Master Plan in accordance with FAA planning guidance.

PROJECT PROCESS:

The Master Plan update follows the FAA-established planning process, which includes:

- Project initiation and data collection, including inventory of existing airport facilities and operational conditions
- Aviation activity forecasts, evaluating future passenger, cargo, and general aviation demand
- Facility requirements analysis, identifying infrastructure needed to safely and efficiently accommodate projected activity levels
- Alternatives development and evaluation, reviewing potential airfield, terminal, landside, and development-area improvements
- Preparation of the Airport Layout Plan (ALP) and supporting documentation
- Public and stakeholder engagement, including coordination with regulatory agencies and community stakeholders

CURRENT STATUS:

Ardurra has completed the initial data collection, inventory, and forecast phases of the project. The first PAC and public open house occurred on January 27th to present an overview of the project, airport, and forecast. Over 40 guests attended the open house. Ardurra is actively coordinating with the FAA to obtain approval of the forecast and has begun work on the facility

requirements and the obstruction survey. The development alternatives will follow the facility requirements. The next round of meetings will take place during the development of alternatives, expected to occur in late summer of 2026. Ongoing coordination is occurring with the FAA and state aviation officials to ensure that planning assumptions and development concepts meet federal and state requirements.

The project team is currently refining technical analyses and preparing materials that will support upcoming stakeholder discussions and future Airport Layout Plan updates. Additional outreach and review milestones are expected as the planning effort progresses toward draft Master Plan documentation.

At the Board meeting, Wayne Reiter of Ardurra will provide a progress update summarizing completed tasks, upcoming milestones, and the anticipated schedule for completion of the Master Plan update.

FISCAL IMPACT:

The Airport Master Plan update is being funded through a combination of federal, state, and local matching funds as previously authorized by the Board. No additional fiscal action is requested at this time.

RECOMMENDATION:

This item is presented for information and discussion. No Board action is required at this time.

SECTION

IV

ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Lease Agreement with Coos Aviation

BACKGROUND:

Coos Aviation (South Coast Aviation, Inc., dba Coos Aviation) serves as the Fixed-Base Operator (FBO) at Southwest Oregon Regional Airport (OTH). As the airport's FBO, they provide essential services to general aviation aircraft, pilots, and passengers. To support ongoing general aviation activity, the District has negotiated a lease agreement allowing Coos Aviation to occupy warehouse space within the airport's cargo facility. This lease maintains aeronautical-compatible use of airport facilities while generating stable revenue consistent with the District's adopted rate structure.

LEASE OVERVIEW:

The lease provides Coos Aviation occupancy of designated cargo facility warehouse space located at 1406 West Airport Way, North Bend, Oregon, within Southwest Oregon Regional Airport, for airport-compatible warehouse uses.

KEY TERMS OF THE LEASE:

Key provisions of the lease agreement include the following:

- Premises: Approximately 1,488 square feet of warehouse/light-industrial space (Unit C), including access to common areas.
- Use: Airport-compatible warehouse purposes only; all uses subordinate to airport operations and FAA grant assurances.
- Term: Initial term beginning March 1, 2026, and ending February 29, 2029, with up to two (2) additional three-year extension terms, subject to the terms and conditions of the lease.
- Rent: Monthly rent is established for the initial year with annual CPI-based rent adjustment (CPI-U West Region), capped at a minimum of 1% and maximum of 4%
- Insurance: Coos Aviation is required to maintain commercial general liability insurance of not less than \$1,000,000 per occurrence, naming the District as additional insured.

- Maintenance and Utilities: Coos Aviation is responsible for routine maintenance of the leased premises and payment of all utilities serving the space. At the same time, the District retains responsibility for structural components unless otherwise specified.
- Compliance: Coos Aviation must comply with all applicable federal, state, and local laws, including FAA grant assurances, nondiscrimination requirements, and airport rules and regulations.

FISCAL IMPACT:

The lease generates recurring monthly lease revenue and supports the District's long-term financial sustainability.

LEGAL CONSIDERATION:

The District's Legal Counsel prepared the 2026 lease with Coos Aviation.

RECOMMENDATION:

Staff recommends that the Board acknowledge and accept the executed lease agreement with Coos Aviation, as presented.

MOTION:

Move that the Board acknowledges and accepts the executed lease agreement with Coos Aviation, as presented, and hereby ratifies the Executive Director's signature on the executed lease agreement.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Lease Agreement with Reach Air Medical Services, LLC

BACKGROUND:

Reach Air Medical Services, LLC (“REACH”) has been a long-standing tenant and critical aeronautical service provider at Southwest Oregon Regional Airport (OTH), providing 24-hour, seven-day-per-week emergency medical air transport services utilizing specially trained personnel and medically configured aircraft.

REACH originally occupied facilities at OTH under lease agreements dating back to April 1, 2005, which were assumed by the Coos County Airport District (“District”) when it became the airport sponsor. In February 2021, the District notified REACH that the original agreements had terminated due to non-payment of rent. Shortly thereafter, the parties entered into a new lease effective April 1, 2021, which was scheduled to expire on March 31, 2026.

On January 9, 2026, the District notified REACH that the option to extend the 2021 lease had not been exercised. Following discussions, the District and REACH negotiated a new lease agreement to allow REACH to continue operations at OTH under updated and clearly defined terms that reflect current operational needs and District lease standards.

LEASE OVERVIEW:

The attached lease agreement establishes the terms under which REACH will continue to lease and operate from airport facilities for aeronautical purposes, including helicopter emergency medical services and related support functions.

KEY TERMS OF THE LEASE:

Key provisions of the lease agreement include the following:

- Premises: Lease of designated portions of the Maintenance Hangar and FBO areas at OTH, including office, crew quarters, aircraft operations space, and associated apron access, as depicted in the lease exhibits.
- Use: Aeronautical use limited to helicopter emergency medical services operations and related support activities. Non-aeronautical or unrelated commercial uses are expressly prohibited.

- Term: Initial term beginning March 1, 2026, and ending February 29, 2031, with up to two (2) additional five-year extension terms, subject to the terms and conditions of the lease.
- Rent: Monthly rent is established in a stepped schedule over the term of the lease, with increases occurring annually. Rent schedules for the initial term and extension terms are clearly defined in the lease addendum.
- Insurance: REACH is required to maintain commercial general liability and aviation liability insurance, including aviation coverage of not less than \$50 million, with the CCAD named as an additional insured.
- Maintenance and Utilities: REACH is responsible for routine maintenance of the leased premises and all utilities serving the space, while the CCAD retains responsibility for structural components unless otherwise specified.
- Compliance: REACH must comply with all applicable federal, state, and local laws, including FAA grant assurances, nondiscrimination requirements, and airport rules and regulations.
- Termination: The lease includes provisions for termination for default, casualty, and convenience, including a lessee termination right with at least 180 days' prior written notice.

FISCAL IMPACT:

Lease revenue generated under this agreement is consistent with the CCAD's adopted rate structure and budget assumptions. The lease provides predictable long-term revenue while ensuring the continued availability of essential aeronautical and emergency services at OTH.

LEGAL CONSIDERATION:

The 2026 lease with REACH was prepared by the District's Legal Counsel.

RECOMMENDATION:

Staff recommends that the Board acknowledge and accept the executed lease agreement with REACH, as presented.

MOTION:

Move that the Board acknowledges and accepts the executed lease agreement with REACH, as presented, and hereby ratifies the Executive Director's signature on the executed lease agreement.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Lease Amendment No. 1 – Oregon State Police Lease Extension and Parking Expansion

BACKGROUND:

The Coos County Airport District (District) entered into a lease agreement with the State of Oregon, acting by and through the Oregon State Police (OSP), effective March 31, 2021, for office, warehouse, and associated parking space located at 1360 Airport Lane, North Bend, Oregon.

In 2025, OSP requested an amendment to the lease to address operational needs, including the formal recognition of additional parking spaces that had been previously constructed and confirmation of the lease extension period. The Oregon Department of Administrative Services (DAS), on behalf of OSP, prepared the attached Lease Amendment No. 1, which DAS legal counsel and District staff have reviewed.

KEY TERMS OF THE AMENDMENT

Key provisions of Lease Amendment No. 1 include the following:

Premises:

- Office and warehouse facilities totaling approximately 6,915 rentable square feet, including 3,915 square feet of office space and 3,000 square feet of warehouse space.
- Parking area expanded to include 7,600 square feet plus eleven (11) additional parking spaces.

Term Extension:

- Extension term confirmed for May 1, 2026 through April 30, 2030, with the tenant having exercised its extension options.

Rent During Extension Term:

- Monthly base office rent: approximately \$1.79 per rentable square foot
- Monthly base warehouse rent: approximately \$0.37 per rentable square foot
- Combined monthly rent: \$8,126.46

Additional Options:

- Provided there is no material tenant default, OSP may have additional extension opportunities consisting of two consecutive two-year extension options, subject to the lease terms.

Other Terms:

- All other provisions of the original lease remain in full force and effect unless specifically amended.

FISCAL IMPACT:

The amendment ensures continued lease revenue through 2030 and formalizes existing parking improvements without requiring additional District capital expenditures.

LEGAL CONSIDERATION:

This report and the lease amendment were reviewed and approved by the District's legal counsel.

RECOMMENDATION:

Staff recommends that the Board acknowledge and accept the executed Lease Amendment No. 1 with the State of Oregon (Oregon State Police) as presented.

MOTION:

Move that the Board acknowledges and accepts the executed Lease Amendment Number One with the Oregon State Police as presented and ratifies the signature of the Executive Director.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Approval of Voluntary Commercial Lease Termination Agreement

BACKGROUND:

In 1979, the City of North Bend entered into a fifty-year lease for certain airport-adjacent property near Marion Street. Ownership of the airport property was subsequently transferred from the City of North Bend to the Port of Coos Bay and later to the Coos County Airport District (CCAD), which assumed the role of lessor. The leasehold interest was ultimately assigned in 2014 to Scott Lewis and Jeffrey Marineau, the current lessees.

Due to the location of the leased property at the end of the airport's crosswind runway, CCAD has evaluated the site in the context of airfield safety and compatible land use. In the interest of aeronautical safety, the Federal Aviation Administration (FAA) has indicated that development of lands in this area should be restricted to avoid incompatible uses and potential operational impacts. Accordingly, staff negotiated a voluntary termination of the lease with the current lessees to allow CCAD to ensure the property remains consistent with FAA guidance and airport safety needs.

KEY TERMS OF THE TERMINATION AGREEMENT:

- Termination Date: February 26, 2026.
- Surrender of Premises: Lessees will vacate the premises and remove all personal property on or before the termination date.
- Settlement Payment: CCAD will reimburse the lessees \$50,907.98, representing payments made under the lease since the 2014 assumption.
- Release of Claims: Upon payment, the lessees will release CCAD from any claims arising from the lease or use of the premises.
- No Admission of Liability: The agreement constitutes a negotiated compromise and does not represent an admission of liability by either party.

FISCAL IMPACT

Approval of the Voluntary Commercial Lease Termination Agreement will require a one-time payment of \$50,907.98.

LEGAL CONSIDERATION:

The Voluntary Commercial Lease Termination Agreement was authored by the District Legal Counsel.

RECOMMENDATION:

Staff recommends that the Board of Commissioners approve the Voluntary Commercial Lease Termination Agreement with Scott Lewis and Jeffrey Marineau and authorize the Executive Director to execute the agreement and process the settlement payment.

MOTION:

Move to approve the Voluntary Commercial Lease Termination Agreement with Scott Lewis and Jeffrey Marineau and authorize the Executive Director to execute the agreement and process the settlement payment.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Cargo Facility Construction Project Change Orders #6 and #7

BACKGROUND:

The former Coos County Airport District (“CCAD”) cargo facility, a WWII-era structure, was demolished several years ago. In October 2021, the Coos County Airport District applied to the Oregon Department of Transportation 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, CCAD’s aviation architect and engineer of record, to provide design services, assist with project bidding, and perform construction administration.

In February 2025, the CCAD 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 CCAD 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 CCAD 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 CCAD 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 at a lower cost. The cost of Change Order #4 was \$15,253.

At its January Board meeting, the CCAD Board approved Change Order #5 for: (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 was \$96,356.

Since the last Board meeting, staff has received and processed the final two change orders. Change Order #6, in the amount of \$8,901, provides for the addition of four (4) overhead door openers for the overhead doors at the front of the building. Change Order #7, in the amount of \$4,028, is related to necessary improvements to the bioswale on the north side of the building.

FISCAL IMPACT:

Project Contingency:	\$320,000.00
Change Order #1	\$ 80,571.00
Change Order #2	\$ 45,557.00
Change Order #3	\$ 10,787.00
Change Order #4	\$ 15,253.00
Change Order #5	\$ 96,356.00
Change Order #6	\$ 8,901.00
Change Order #7	\$ 4,028.00
Contingency Remaining:	\$ 58,547.00

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Ratify Change Orders #6 and #7 from H3 General Contractors.

MOTION:

Move to ratify Change Orders #6 and #7 to the Cargo Construction Project, in the combined amount of \$12,929.00.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Hazardous Materials Abatement and Demolition of 1509 East Airport Way

BACKGROUND:

The Southwest Oregon Regional Airport traces much of its foundational infrastructure to the World War II era, when the site was developed as a military installation to support coastal defense and training operations. During that period, the federal government constructed runways, taxiways, utility systems, and numerous support buildings that established much of the airport's original layout. Over time, however, the majority of the original WWII-era structures have been demolished or lost to fires.

The final remaining WWII-era building, located at 1509 East Airport Way, North Bend, Oregon, was most recently occupied by Big Tents Rents and Events (the "tenant"). In 2014, the District entered into a month-to-month lease with the tenant. The lease documented that, during the 2013 Airport Master Plan process, the facility was recognized as being slated for demolition, that the District was providing the building at a reduced monthly rental rate, and the responsibility for building maintenance rested with the tenant.

In December 2025, the tenant notified the District that the roof had been damaged during a recent storm and that the cost to replace the roof was cost-prohibitive. The tenant subsequently provided notice that they were vacating the premises. Given the current condition of the building, staff has determined that the structure is past its useful life and no longer safe to occupy.

FISCAL IMPACT:

Staff proposes to proceed with the necessary steps to prepare the building for demolition. The project is expected to consist of two primary components: (1) hazardous materials abatement and (2) demolition and disposal of the structure. At this time, total project costs are unknown and will be refined through the solicitation and contractor pricing process. Depending on final costs and the availability of resources, the work may need to be phased and could span two budget years.

LEGAL CONSIDERATION:

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

RECOMMENDATION:

Staff recommends the Board approve moving forward with securing quotes for hazardous materials abatement for the District-owned building located at 1509 East Airport Way, as the first step toward eventual demolition and disposal of the structure.

MOTION:

Staff recommends the Board approve moving forward with securing quotes for hazardous materials abatement for the District-owned building located at 1509 East Airport Way, as the first step toward eventual demolition and disposal of the structure.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Proposed Airport Hotel Development – Market Study Follow-Up & Developer Search

BACKGROUND:

The Coos County Airport District (CCAD) retained HVS Consulting & Valuation to conduct a market feasibility study assessing the potential development of a hotel on District-owned property adjacent to the Southwest Oregon Regional Airport (OTH). The study evaluated market demand, identified an appropriate hotel type and size, and determined whether a hotel development at the airport would be economically viable and aligned with 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. HVS found that a hotel on airport property is feasible and market-supported. The study concludes the area is underserved by modern upper-midscale, limited-service hotels, and recommends an 80–100 room branded property. The airport-adjacent location has strong advantages—high visibility, easy access, proximity to air service, and nearby demand generators (business, government, healthcare, tourism, and passengers). Continued growth in OTH passenger volumes and aircraft upgauging is expected to support long-term lodging demand, and the hotel is projected to stabilize with sustainable operating performance compared to existing competitors. HVS also recommends pursuing development via a ground lease, allowing the District to retain land ownership while generating long-term non-aeronautical revenue.

The Board accepted the HVS Market Study on January 22, 2026, and directed 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.

Staff subsequently meet with HVS representatives to discuss next steps, after which they provided us with a proposed scope of work moving forward:

Proposed Scope of Services - HVS would manage the developer search and selection process from start to finish, including the following key phases:

1. RFP Development - HVS will review the market study and project parameters and prepare a comprehensive developer RFP that clearly defines development expectations, ground lease objectives, and evaluation criteria.

2. Outreach - HVS will identify and engage a curated group of qualified regional hotel developers (including all groups have expressed interest) and manage all RFP communications to ensure broad participation.
3. Proposal Evaluation & Reporting - HVS will receive, organize, and evaluate all developer submissions, prepare a comparative analysis of key commercial and financial terms, and deliver all RFP responses and findings to the CCAD to support a transparent and well-supported developer selection.
4. Negotiation Support: At the CCAD's direction, HVS will assist in negotiating commercial terms with shortlisted developers to support final selection and agreement.

Timeline: The estimated timing is approximately 6 - 12 months, depending on the amount/level of interest from developers in the RFP and the speed of their response.

FISCAL IMPACT: The proposed fee for the Developer Search & Selection assignment is \$45,000.

- 70% (\$31,500) due upon execution of the engagement
- 30% (\$13,500) due upon delivery of all developer RFP submissions and HVS's comparative analysis

LEGAL CONSIDERATION:

This report was reviewed and approved by the District's Legal Counsel

RECOMMENDATION:

Staff recommends that the Board authorize execution of an engagement with HVS Consulting & Valuation to conduct the developer search and selection process for the proposed airport hotel project, consistent with the scope of work and fee structure outlined above.

MOTION:

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

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Extension of Aviation Consulting Services Agreement – Volaire Aviation Consulting

BACKGROUND:

On February 28, 2024, the Coos County Airport District (CCAD or District) Board of Commissioners approved transitioning to the District's current aviation consulting model with Volaire Aviation Consulting, which provides hourly professional services alongside performance-based incentives tied to successful new route development. This structure was adopted to better align with evolving market conditions and CCAD's air service development needs.

The CCAD has engaged Volaire Aviation Consulting (Voltaire) for several years to assist in the strategic development, retention, and expansion of commercial air service at Southwest Oregon Regional Airport (OTH). The current agreement term concluded in December 2025. The agreement includes a provision allowing for annual extensions upon mutual agreement of the parties.

Voltaire, under the leadership of Jack Penning, has been instrumental in assisting CCAD with:

- Development of route data presentations and airline business cases
- Direct engagement with airline route development managers
- Strategic guidance regarding aircraft upgauging and market positioning
- Evaluation of service proposals and incentive strategies

Their expertise has strengthened CCAD's ongoing efforts to reestablish commercial air service to Portland (PDX) and to pursue additional southern destination opportunities, including Phoenix, Burbank, and other similar markets.

The Executive Director is scheduled to attend Voltaire's upcoming Air Service Forum in April 2026, where meetings are planned with multiple representatives from airline route development to advance discussions regarding the restoration of the PDX route and potential new southern service. Continued engagement with Voltaire is critical to ensuring CCAD's participation is data-driven, strategically positioned, and professionally represented.

Extending the agreement through December 31, 2026, will ensure continuity of consulting services during this important period of air service development.

FISCAL IMPACT:

Funding for aviation consulting services is included in the current fiscal year's adopted budget. Staff also anticipates including funding for these services in the proposed budget for Fiscal Year Ending 2027 (FYE 2027). The agreement extension through December 31, 2026, is expected to be supported within available budget appropriations, consistent with the existing compensation structure unless otherwise negotiated.

LEGAL CONSIDERATION:

CCAD legal counsel reviewed the original agreement. The extension will be executed pursuant to the Agreement's annual extension provision and does not materially alter the contract structure.

RECOMMENDATION:

Staff recommends that the Board approve extending the Aviation Consulting Services Agreement with Volaire Aviation Consulting through December 31, 2026, and authorize the Executive Director to execute the extension.

MOTION:

I move to approve the extension of the consulting services agreement with Volaire Aviation Consulting through December 31, 2026, and to authorize the Executive Director to execute all documents necessary for the extension on behalf of the District.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Acceptance of Oregon COAR Grant Award

BACKGROUND:

The Oregon Critical Oregon Airport Relief (COAR) Grant Program, administered by the Oregon Department of Aviation, provides state aviation funding to public-use airports for projects that preserve and improve critical airport infrastructure. COAR funds are supported by state aviation revenues, including aviation fuel taxes and aircraft registration fees, and are awarded through a competitive process that prioritizes safety, system importance, and project readiness. The program is frequently used to assist airports in meeting required match obligations for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grants.

Late last year, Deputy Director Robert Brittsan submitted a COAR grant application in the amount of \$150,000 to assist the District in covering the required local match associated with the Runway Safety Area (RSA) Expansion Project. The RSA Expansion is a significant airside safety improvement designed to enhance compliance with FAA design standards and improve operational safety at the Airport.

The District has recently received notification that the COAR grant request has been approved.

FISCAL IMPACT:

Approval of the \$150,000 COAR grant award will directly reduce the District's out-of-pocket match obligation for the RSA Expansion Project and preserve local capital resources for other strategic infrastructure needs.

LEGAL CONSIDERATION:

This report has been reviewed and approved by the District's Legal Counsel.

RECOMMENDATION:

Staff recommends that the Board formally accept the COAR grant award in the amount of \$150,000 from the Oregon Department of Aviation.

MOTION:

Move to accept the COAR grant award in the amount of \$150,000 from the Oregon Department of Aviation.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: February 26, 2026

SUBJECT: Acceptance of \$5,000 Grant Award – Travel Southern Oregon Coast

BACKGROUND:

As part of the District's ongoing Concourse Capital Improvement Project, enhanced passenger amenities were incorporated and designed to improve the overall customer experience and modernize the terminal environment. Improvements include the installation of phone and laptop charging tables throughout the terminal and the creation of a high-impact digital video wall in the passenger screening and gate area will soon be undertaken.

The video wall is strategically located to capture 100% of departing and arriving passenger traffic, creating a powerful platform for passenger information, tourism promotion, community messaging, and potential advertising opportunities. This enhancement aligns with the District's broader strategic goals of improving customer experience while diversifying non-aeronautical revenue opportunities.

Deputy Director Robert Brittsan and Airport Public Information Officer Stephanie Kilmer have led this portion of the project.

To help offset project costs, Stephanie Kilmer submitted a grant request to Travel Southern Oregon Coast and presented the project at the organization's recent conference. The funding request was approved, and the Coos County Airport District was awarded a \$5,000 grant in support of the video wall component of the project.

FISCAL IMPACT:

These funds will be applied toward the cost of the video wall equipment and/or associated implementation expenses. At this time, the full cost of the video wall installation and associated technology is still being finalized; however, acceptance of the grant will reduce the District's net capital investment in the project.

In addition, the video wall is intended to serve as an advertising platform and revenue-generating attraction. Given its location in the passenger screening/gate area and exposure to 100% of departing and arriving passengers, staff anticipates the video wall will provide a high-value opportunity for paid advertising and sponsorships, supporting the District's long-term objective of expanding non-aeronautical revenue.

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Staff recommends that the Board formally accept the \$5,000 grant award from Travel Southern Oregon Coast.

MOTION:

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