

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Wednesday, September 16, 2026 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

Aug 19, 2026 Board Meeting Minutes	03-06
Financial Report / Check Register	07-12
Public Relations / Communications Report	13-15

SECTION 2 - EXECUTIVE DIRECTOR REPORT:

17-21

SECTION 3 - ACTION ITEMS:

Approval of ROTAK Lease	23-24
Approval of Hangar Development Incentive Program	25-31
Authorization to Publish RFQ for As-Needed Professional Services	32-42
Approval of Amended Park Rules	43-45

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting October 21, 2026

EXECUTIVE SESSION

Executive Session pursuant to ORS 192.660(2)(h) to consult with legal counsel concerning the legal rights and duties of the District regarding litigation likely to be filed.

SECTION

I

CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Wednesday, August 19, 2026 at 7:35 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chair

Joe Benetti, Vice Chair

Andrew Brainard, Commissioner (Zoom)

Caddy McKeown, Commissioner (Zoom)

Brent Pahls, Commissioner (Zoom)

Counsel Present

Melissa Cribbins

Staff Present

Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Russ Corona, Operations Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager

Media and Guests Present

John Meynink; Terry Partemore; Marie Simonds (Zoom); Wayne Reiter (Zoom)

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown) the Consent Calendar Items from July 2026 were unanimously approved.

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Executive Director Craddock provided an update on airport operations, passenger activity, facility maintenance, and equipment needs.

Passenger and Revenue Metrics

Year to date, the airport has seen 27,325 passengers, approximately 264 fewer passengers than the same period of the prior year, or approximately 1% lower.

The Denver route was up approximately 1.66% through the first seven months of the year, while the San Francisco route was down approximately 2.03%.

Fuel sales increased approximately 12.6% during the first six months of the year. Airport concessions revenue, including rental cars and rideshare activity, increased approximately 14.66% during the same period.

FAA Visit

The Executive Director reported on a recent visit by representatives of the FAA Seattle-area office. Three FAA representatives, including the director, deputy director, and lead planner, toured the Airport and reviewed the recently completed runway safety improvement project, proposed commercial apron expansion, the area associated with the City of North Bend's proposed treatment plant expansion, the new general aviation apron, the cargo facility, and pavement conditions on airport runways and taxiways.

The Executive Director reported that the FAA representatives were complimentary of the Airport and its facilities.

Facility Maintenance

The Board was updated on several ongoing maintenance projects:

- The Business and Enterprise Center roof requires replacement of its ridge cap. One responsible bid was received in the amount of approximately \$16,000.
- Siding replacement at the BLM building is nearing completion, with painting of the building to follow.
- At the OSP building, ten windows are scheduled for replacement at a cost of just under \$10,000, and an overhead door will be replaced at a cost of approximately \$6,500. Both projects are budgeted.
- Annual pavement marking is underway, with work being performed during evening and nighttime hours to avoid conflicts with commercial aircraft operations.

Shared Equipment with City of North Bend

The Executive Director reported that the District had budgeted funds for the purchase of a skid steer and attachments, including equipment needed to maintain the Airport's snow removal capability.

The City of North Bend has a relatively new skid steer with low operating hours and several of the attachments needed by the Airport. The City has proposed that the District and City jointly purchase the equipment, with each owning a 50% interest and sharing maintenance costs. The equipment could be stored at the Airport, which would likely be the primary user.

The proposed arrangement could save the District up to approximately \$50,000 compared with the current budgeted purchase plan.

The Commissioners expressed no objection to the Executive Director continuing discussions with the City of North Bend regarding the shared equipment arrangement.

SECTION 3: ACTION ITEMS

Motion:

Commissioner McKeown (Second Commissioner Pahls) moved to authorize the Executive Director to enter into a contract with Outer Limits, at an amount not to exceed \$24,500, for the mechanical grinding and mulching of brush, fallen trees, and other woody debris on District property, in accordance with the submitted quote and subject to compliance with all applicable contracting requirements.

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

Motion:

Commissioner Pahls (Second Commissioner McKeown) moved to authorize the Executive Director to execute agreements with Wetherholt and Associates, Inc. and HGE Architects, Inc. for the Terminal Roof Assessment and Reroofing Project, with a combined initial authorization not to exceed \$41,000 without further Board approval, subject to available budget authority.

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

Motion:

Commissioner McKeown (Second Commissioner Brainard) moved to adopt Resolution 2026-08-01, authorizing the transfer of \$8,000 from the Transfer to Building Reserve appropriation category to the Capital Outlay appropriation category within the BEC Fund for fiscal year 2026–2027.

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

Motion:

Commissioner McKeown (Second Commissioner Brainard) moved to ratify the Executive Director's authorization of Ardurra Task Order 26-03 not to exceed \$21,000 for archaeological, historic, and environmental services associated with the Southwest Oregon Regional Airport commercial apron expansion project.

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

PUBLIC COMMENT:

Mr. Meynink expressed his support for the ongoing fire abatement efforts

Terry Parthemore, a general aviation hangar tenant, addressed the Board regarding the potential commercial use of the District's large commercial hangar and the potential displacement of existing general aviation tenants.

He asked the Board to consider the broader community and economic value provided by general aviation tenants, beyond the direct rental revenue paid to the Airport. He noted that displaced tenants have limited alternatives because of the lack of available hangar space and the significant cost of constructing new hangars.

He also discussed the potential effects of long-term outdoor tie-down storage on aircraft and emphasized the contributions that general aviation pilots and businesses make to the broader local economy, including aviation services, maintenance, fuel purchases, local business activity, and community services.

Mr. Parthemore suggested that, if the District proceeds with the proposed commercial lease and receives additional revenue, the District consider reinvesting some of that revenue into general aviation facilities and amenities, including returning a former hangar currently used by FedEx to general aviation use and potentially developing another hangar.

The Board explained that the matter concerning the potential commercial tenant would be discussed during Executive Session and thanked Terry for providing his perspective. The Executive Director indicated that the District would follow up with him regarding the outcome.

COMMISSIONER COMMENTS

None

Meeting adjourned to Executive Session at 8:10 a.m.

The Coos County Airport District held an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. The executive session was held pursuant to ORS 192.660(2)(e)(h).

Regular Board Meeting resumed at 9:00 a.m.

No additional action was taken or comments were made after executive session, and meeting was adjourned.

COOS COUNTY AIRPORT DISTRICT

DATE: September 16, 2026

SUBJECT: Acceptance of August 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 16.67% of the fiscal year elapsed, and general fund property tax collections at 2.04% of budget.

Checks are routinely issued from the accounts payable account (weekly) and payroll account (twice monthly), as shown by the attached check registers totaling \$1,542,032.89 (accounts payable) and \$129,005.74 (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
08/04/26	21750	Federal Aviation Administration	Const	939,186.49
Total 08/04/26:				<u>939,186.49</u>
08/06/26	21751	Oregon Pacific Bank	DHS	11,585.21
08/06/26	21752	Coos Art Museum	Gen	420.00
08/06/26	21753	Douglas Fast Net	Gen	2,073.37
08/06/26	21754	Melissa Cribbins Attorney at Law	Gen	3,016.00
08/06/26	21755	Roto Rooter	Gen	86.00
08/06/26	21756	SDIS	Gen	26,798.00
08/06/26	21757	Standard Insurance	Gen	1,250.38
08/06/26	21758	Streamline	Gen	138.00
08/06/26	21759	The Legend	Gen	500.00
Total 08/06/26:				<u>45,866.96</u>
08/13/26	21762	CBNB Water Board	BEC	225.71
08/13/26	21763	CBNB Water Board	BLM	533.53
08/13/26	21764	Accelerate Strategies	Gen	9,847.50
08/13/26	21765	Bi-Mart	Gen	389.51
08/13/26	21766	CnB Security	Gen	600.00
08/13/26	21767	Cardinal Employment Services	Gen	5,156.55
08/13/26	21768	Cardmember Service	Gen	8,165.80
08/13/26	21769	CBNB Water Board	Gen	1,533.01
08/13/26	21770	Industrial Source	Gen	303.23
08/13/26	21771	Oil Changers	Gen	128.95
08/13/26	21772	Rodger Craddock	Gen	10.75
08/13/26	21773	Roto Rooter	Gen	86.00
08/13/26	21774	SAIF Corporation	Gen	3,730.24
08/13/26	21775	Stephanie Stroud CPA	Gen	300.00
08/13/26	21776	Umpqua Valley Financial	Gen	4,000.00
08/13/26	21777	West Coast Contractors	Const	207,284.93
Total 08/13/26:				<u>242,295.71</u>
08/20/26	21778	Peterson Machiery	BLM	1,726.40
08/20/26	21779	Ardurra	Const	57,302.70
08/20/26	21780	ANE Construction	Gen	4,978.16
08/20/26	21781	Cardinal Employment Services	Gen	1,865.50
08/20/26	21782	DEQ	Gen	494.33
08/20/26	21783	Ferrellgas	Gen	131.94
08/20/26	21784	Industrial Source	Gen	197.21

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/20/26	21785	KEZI	Gen	2,300.00
08/20/26	21786	KVAL	Gen	2,815.00
08/20/26	21787	Lighthouse Radio	Gen	300.00
08/20/26	21788	Nasburg Huggins Insurance	Gen	11,858.00
Total 08/20/26:				<u>83,969.24</u>
08/27/26	21789	Western Exterminator	BEC	92.65
08/27/26	21790	Comfort Flow	BLM	2,504.00
08/27/26	21791	Coos Head	BLM	2,016.91
08/27/26	21792	Western Exterminator	BLM	163.50
08/27/26	21793	Ardurra	Const	7,258.21
08/27/26	21794	Comfort Flow	DHS	1,791.00
08/27/26	21795	Western Exterminator	DHS	213.10
08/27/26	21796	Ace Hardware	Gen	455.17
08/27/26	21797	Bayshore Paints	Gen	38.87
08/27/26	21798	Cardinal Employment Service	Gen	1,515.57
08/27/26	21799	Coasatal Paper & Supplies	Gen	65.02
08/27/26	21800	Comp-U-Talk	Gen	1,181.50
08/27/26	21801	Coos Head	Gen	390.06
08/27/26	21802	Russell Corona	Gen	10.00
08/27/26	21803	Farr's True Value	Gen	93.27
08/27/26	21804	Five Star Airport Alliance	Gen	6,398.00
08/27/26	21805	Golders Napa	Gen	24.51
08/27/26	21806	Hughes Fire Equipment	Gen	1,387.00
08/27/26	21807	Industrial Source	Gen	1,395.76
08/27/26	21808	Les Schwab	Gen	1,306.87
08/27/26	21809	NW Natural	Gen	32.14
08/27/26	21810	NW Natural	Gen	71.84
08/27/26	21811	NW Natural	Gen	32.14
08/27/26	21812	NW Natural	Gen	155.99
08/27/26	21813	NW Natural	Gen	66.79
08/27/26	21814	Oregon Pacific Company	Gen	590.00
08/27/26	21815	Perry's Supply	Gen	129.08
08/27/26	21816	Sherwin-Williams	Gen	93.57
08/27/26	21817	South Coast Office Supply	Gen	124.33
08/27/26	21818	SWOCC	Gen	500.00
08/27/26	21819	SDAO	Gen	95,347.50
08/27/26	21820	Vend West Services	Gen	20.00
08/27/26	21821	Western Exterminator	Gen	174.13
Total 08/27/26:				<u>125,638.48</u>
Grand Total:				<u>1,436,956.88</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/03/26	30024	Everon LLC	Gen	29,766.84
08/03/26	DB20260803	Banner Bank	Gen	9,977.44
Total 08/03/26:				39,744.28
08/05/26	DB20260805	North Bend Sanitation	Gen	173.95
08/05/26	DB20260805	North Bend Sanitation	Gen	956.51
08/05/26	DB20260805	North Bend Sanitation	BEC	648.97
08/05/26	DB20260805	North Bend Sanitation	BLM	327.77
08/05/26	DB20260805	North Bend Sanitation	BLM	327.77
Total 08/05/26:				2,434.97
08/06/26	DB20260806	U.S. Cellular	Gen	169.45
Total 08/06/26:				169.45
08/17/26	DB20260817	Banner Bank	Gen	76.46
Total 08/17/26:				76.46
08/20/26	DB20260820	Pacific Power	Gen	12,491.07
08/20/26	DB20260820	Pacific Power	BEC	684.79
08/20/26	DB20260820	Pacific Power	BLM	3,248.70
Total 08/20/26:				16,424.56
08/21/26	DB20260821	Pacific Power	Gen	30.83
Total 08/31/26:				30.83
08/25/26	DB20260825	Carson Oil	Gen	914.27
Total 08/25/26:				914.27
08/28/26	DB20260828	Banner Bank	BLM	44,337.26
Total 08/28/26:				44,337.26
Grand Total:				104,132.08

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/05/26	DB20260805	Payroll 08/05/2026	Gen	37,304.13
08/05/26	DB20260805	Internal Revenue Service	Gen	10,640.32
08/05/26	DB20260805	Oregon Department of Revenue	Gen	3,147.74
Total 08/05/26:				<u>51,092.19</u>
08/12/26	DB20260812	PERS	Gen	15,090.12
Total 08/12/26:				<u>15,090.12</u>
08/20/26	DB20260820	Payroll 08/20/2026	Gen	34,728.13
08/20/26	DB20260820	Internal Revenue Service	Gen	9,750.54
08/20/26	DB20260820	Oregon Department of Revenue	Gen	2,882.46
Total 08/20/26:				<u>47,361.13</u>
08/27/26	DB20260827	PERS	Gen	15,462.30
Total 08/27/26:				<u>15,462.30</u>
Grand Total:				<u>129,005.74</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
08/03/26	DB20260803	Bankcard Merchant	Gen	<u>928.68</u>
Total 08/03/26:				<u><u>928.68</u></u>
08/04/26	DB20260804	Authnet Gateway Billing	Gen	<u>15.25</u>
Total 08/04/26:				<u><u>15.25</u></u>
Grand Total:				<u><u>943.93</u></u>

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

September 11, 2026

Overview

Public Information and marketing efforts this month have focused on community outreach, preparation for the upcoming Airport Master Plan meeting, strengthening the Airport's digital presence, and improving the consistency and quality of communications throughout the terminal. Marketing efforts continued with updates to traditional media advertising, promotional campaigns, and passenger information. Digital advertising remains strong, as do our communication efforts online and through email newsletters.

Airport Master Plan Community Outreach

Preparations are underway for the September 16 Airport Master Plan Project Advisory Committee meeting and public open house. Work has included developing promotional materials, coordinating public information, preparing displays and messaging, and promoting the opportunity through social media and other communication channels. The goal is to encourage community participation and provide clear information about the planning process and how the Master Plan will guide Airport development over the next 10–15 years.



Post insights

Denver Bound! Make a connection or take a quick trip 7-days a week. Whether you're a professional sports fan, outdoor adventurer, or art enthusiast--there is plenty of time for a trip--Park for Free at OTH and skip the long walk to the terminal. Book United through Oct 24th! [#FlyOTH](#) [#VisitDenver](#) [#MLB](#) [#NFL](#) [#FreeParking](#) [#FlyUnited](#) See less

Social Media & Community

Continued connecting with Airport users and the community through social media, sharing timely Airport information, passenger services, projects, community connections, and behind-the-scenes content. Social media continues to provide an important direct connection with travelers and the broader community while increasing awareness of Airport activities and services.

In-Terminal Advertising & Signage

Continued work to strengthen and refresh the Airport's in-terminal advertising program. Meetings and discussions with potential new advertisers include ShipSticks and Travel Curry Coast, creating opportunities to expand the businesses and destinations represented inside the terminal.

Work with existing advertisers also continues, including updating the visuals displayed on the baggage claim carousel for Bandon

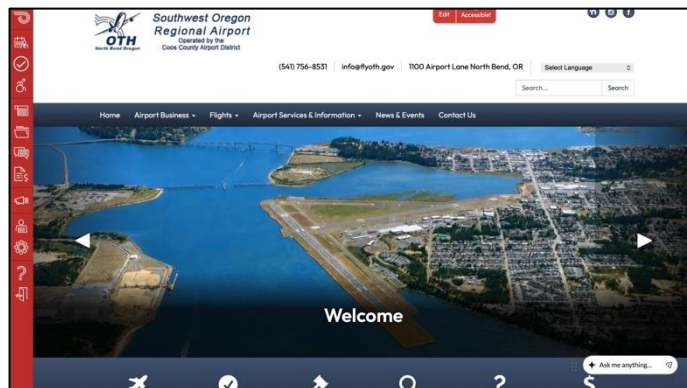
Dunes Golf Resort. Additional advertising creative and placement opportunities are being reviewed to keep terminal displays current, professional, and visually engaging.

In addition, continued review and work on updating visual communications throughout the terminal, including digital displays, promotional materials, and other passenger-facing creative. The focus is on keeping information fresh and creating a more consistent look and feel throughout the passenger experience.



Work also continues on developing a signage policy to establish clearer standards for signage throughout Airport facilities. The goal is to improve consistency, appearance, and placement while reducing visual clutter and maintaining a professional environment for passengers, tenants, and visitors.

Website & Digital Updates



Website updates and improvements remain in progress. I am leading discussions with fellow staff to identify outdated information, prioritize needed changes, and determine how the website can better serve passengers, tenants, and the community. The goal is to improve navigation, keep information current, and create a more consistent presentation of Airport services and messaging.

Airport Heights Park Update

The Airport Heights Park Steering Committee did not meet this month; however, the committee emailed thoughts on additional park rules about e-bikes and other motorized vehicles in the park. The report from Rotary is that the club provided additional documentation to the Judith Mogan Foundation following a walk-through of the park. The meeting provided an opportunity to look at the project, discuss the master plan, and understand the grant request more thoroughly.



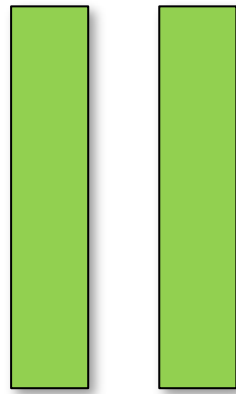
The Rotary grant request is for civil engineering that is already underway by SHN. This will provide costs for different programs in the park included in the master plan, which the club has already completed, and the board has accepted. Prevailing wage was a question that the foundation had, with concerns that it would drive the cost of the project up. The foundation has had that question answered to its satisfaction, and it will help as the club seeks additional foundation funding. The grant is now moving through the process, and the club is waiting to hear about funding later this month or in October.



Overall Summary

The focus continues to be on strengthening communication with Airport users and the community, encouraging travel through OTH, improving the quality and consistency of the Airport's public-facing materials, and ensuring Southwest Oregon Regional Airport remains visible and connected throughout the region, and when travelers choose to fly, they choose OTH.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Wednesday, September 16, 2026

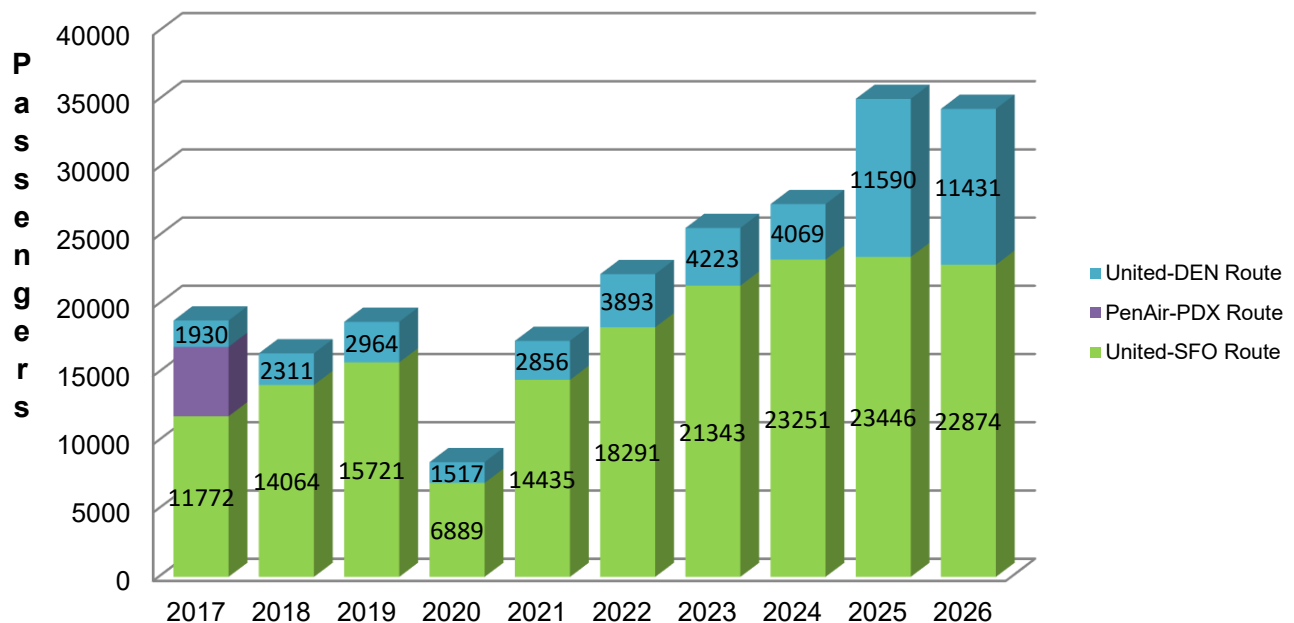
2026 Passenger Activity Update

Year-to-date passenger activity on OTH's San Francisco and Denver routes remains strong. The two routes served a combined 34,305 arriving and departing passengers, approximately 2.1% below the record-setting pace established in 2025 but 25.6% above 2024 and 34.2% above 2023.

The San Francisco route served 22,874 passengers, a modest decrease of 2.4% from 2025. The Denver route served 11,431 passengers, approximately 1.4% below last year's record performance but nearly three times its 2024 passenger volume. These results indicate that demand remains relatively stable following the substantial growth achieved in 2025.

OTH's performance is also generally consistent with the broader slowdown in air travel. Through August 31, TSA screenings at OTH were down approximately 1.3% from 2025, compared with declines of 1.2% nationally, 0.7% statewide, 1.7% at PDX, and 2.1% across West Coast airports. Although OTH is performing slightly below the statewide average, it has maintained most of the significant passenger growth achieved during the past several years.

OTH Enplanements & Deplanements Year to Date - August 2026



Airport Master Plan Update Moves into Development Alternatives Phase

The Coos County Airport District continues to update the Southwest Oregon Regional Airport Master Plan, which will guide future decisions involving airfield, terminal, general aviation, commercial service, environmental, and other infrastructure needs.

Work began in 2025 with an evaluation of existing Airport facilities and operating conditions. The aviation demand forecast has also been completed and was approved by the FAA in June 2026. Using that forecast, the planning team evaluated future facility needs, including runways, taxiways, aircraft parking, terminal facilities, general aviation areas, ground access, and support facilities.

The project is now entering the development alternatives phase. Through fall 2026, the planning team will compare options for addressing identified needs based on safety, operational efficiency, environmental impacts, costs, funding eligibility, community priorities, and long-term feasibility.

The next phase will develop an Implementation and Feasibility Plan identifying recommended projects, estimated costs, potential funding sources, and anticipated schedules. Supporting work includes an environmental inventory, an Airport Geographic Information System survey, and an updated Airport Layout Plan. Final Master Plan documents are anticipated in early 2027.

September 16 Public Meetings

The Project Advisory Committee will meet at 3:00 p.m. on September 16 to review work completed to date and discuss the development alternatives.

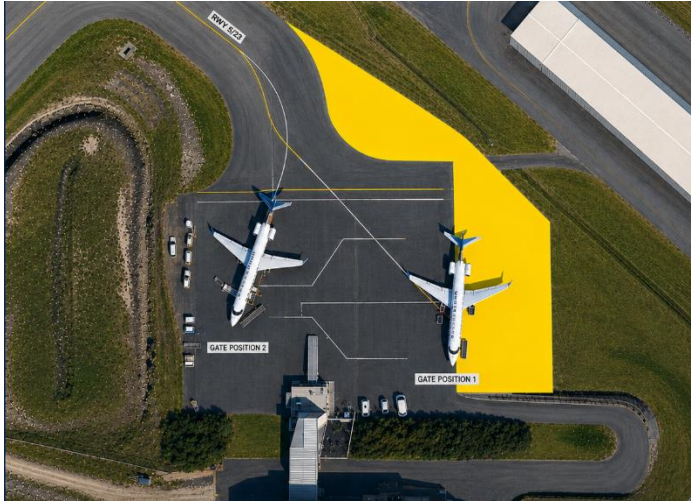
A public open house will follow at 5:00 p.m. Community members, airport users, tenants, businesses, public agencies, and other interested parties are encouraged to attend, review the alternatives, speak with the planning team, and provide comments.

Community input will help the Airport District evaluate the alternatives and identify a preferred approach for the Airport's future development.



Commercial Apron Expansion

The commercial apron was constructed in 2006 to accommodate two smaller aircraft. Because of the size and required clearances of the Embraer E175 now serving the Airport, the apron can safely accommodate only one commercial aircraft at a time. When flights overlap, a second aircraft may wait up to an hour for the apron to become available.



The proposed \$1.5 million expansion would provide sufficient space for two commercial aircraft to park and operate simultaneously while maintaining required safety clearances. This would reduce delays when arriving and departing flights overlap, improve schedule reliability, and provide greater flexibility during weather disruptions, mechanical issues, or other irregular operations. It would also better position the Airport to maintain existing service and accommodate future commercial-air-service opportunities. SkyWest is evaluating the preliminary design to confirm that it

adequately addresses E175 maneuvering and parking, aircraft turning movements, wingtip clearances, simultaneous operations, jet blast, ground-servicing needs, and other operational considerations. The airline's input will help refine the design and support the FAA's review and planning approval.

Airport staff and our engineering consultants will soon meet with our FAA project manager for the required predesign conference. The District has a limited window to complete the environmental review, obtain airline support and FAA planning approval, finalize the design, and advertise the project for bids in time to meet the 2027 FAA grant and construction schedules.

New Aircraft Tie-Downs Being Installed



The Airport District, with the help of Knife River Materials, is installing additional aircraft tie-downs near the new cargo facility and in the area between the corporate hangar and the Aircraft Rescue and Firefighting station.

The tie-downs near the cargo facility will be designated for aircraft used in FedEx operations, supporting the company's transition into the new facility. The tie-downs between the corporate hangar and ARFF station will provide additional outdoor parking for locally based and visiting aircraft.

The improvements will increase aircraft-parking capacity, better organize apron activity, and make more effective use of existing paved areas while maintaining safe aircraft movements and required operational clearances.

DHS Facility Loan Refunding Completed

In May, Business Oregon approached the District regarding an opportunity to refund the District's Infrastructure Finance Authority loan, which was used to finance construction of the DHS facility. In July, the Board adopted a resolution authorizing and supporting the refunding, which has now been completed. The debt remains scheduled to mature in December 2037; however, the refunding will reduce the District's remaining debt-service payments by a total of \$527,293.18. This includes a \$202,139.09 reduction in scheduled principal and a \$325,154.09 reduction in scheduled interest.

The visit allowed FAA representatives to observe the Airport's facilities and operational needs firsthand while providing District staff with valuable guidance regarding project development, environmental requirements, property matters, and potential federal funding. Maintaining a strong working relationship with the ADO remains important as the District advances its capital improvement priorities.

Building Maintenance – BLM Office Facility

Staff originally planned to repaint the south side, or rear, of the Bureau of Land Management office building as part of the Airport's ongoing facility maintenance program. After examining the siding, however, staff determined that portions of the original wood siding, installed when the building was constructed in the 1980s, had deteriorated beyond repair and required replacement.

As a result, the project scope was expanded to include removal of the existing siding and inspection of the underlying wall structure for evidence of water intrusion or structural damage. Fortunately, although the siding had reached the end of its useful life, very little rot or deterioration was discovered in the underlying sheathing and wall framing, minimizing the need for structural repairs.



The siding-replacement portion of the project has now been completed, and staff are moving forward with caulking and painting. The new Hardie® fiber-cement siding will provide a substantially more durable and weather-resistant exterior, protect the facility for many years, and reduce future maintenance requirements. The accompanying photograph shows one of the newly sided areas, with a portion of the exterior painting already completed.

Terminal Roof Assessment Completed

The Airport District Board recently approved engaging Wetherholt and Associates and HGE Architects to assess the Southwest Oregon Regional Airport terminal roof. The terminal was completed in 2008, and the existing roof is the original roofing system.



The assessment was conducted on September 9, 2026. While the District is awaiting the final report, Wetherholt's representative provided preliminary findings indicating that moisture was detected within approximately 30 percent of the existing roofing envelope. The assessment also identified several holes in the existing roofing membrane.

The collected information is now being analyzed to determine the most appropriate approach for reroofing the terminal. In the meantime, staff will work with a local contractor to patch the identified areas and help prevent additional moisture from entering the roofing system.

Once the final assessment is received, HGE will use the findings to assist the District in developing plans and specifications for the 2027 terminal reroofing project.

Wildfire Fuel-Reduction Work Underway

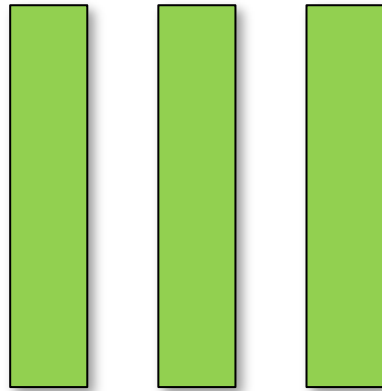
The Coos County Airport District is continuing its efforts to reduce wildfire hazards on District property. Earlier work completed in partnership with the City of North Bend removed and incinerated approximately 700 cubic yards of Scotch broom.

The District has now contracted with Outer Limits to grind and mulch brush, fallen trees, and other woody debris. Work has already occurred near the former dog park and on the hillside behind the FAA air traffic control tower site and Department of Homeland Security building.

The \$24,500 project will reduce concentrated wildfire fuels while providing ground cover that helps retain soil moisture and may discourage the return of Scotch broom and other invasive vegetation.



SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: September 16, 2026

SUBJECT: Approval of ROTAK Helicopter Services Corporate Hangar Lease

BACKGROUND:

The Coos County Airport District (District) owns the corporate hangar located at 1321 West Airport Way. The approximately 33,300-square-foot facility includes about 30,000 square feet of hangar space and 3,300 square feet of office and restroom space. It has historically been occupied by multiple month-to-month tenants and used for aircraft storage and related aeronautical activities.

ROTAK Helicopter Services approached the District about leasing the entire facility to support its helicopter operations, including the storage, inspection, maintenance, repair, and support of CH-47 Chinook helicopters used in wildland firefighting. ROTAK's proposed operation would establish a year-round presence at the Airport and provide the District with a single tenant responsible for the full hangar, associated ramp, utilities, and day-to-day use of the premises.

In accordance with CCAD Policy 13, all leases that are not month to month or are in excess of sixty (60) days require the approval of the Board of Commissioners. Approval will allow the Executive Director to execute the lease on behalf of the District and allow ROTAK to proceed with its planned operations at the Airport.

KEY LEASE TERMS:

- Premises: Approximately 33,300 square feet of hangar, office, and restroom space; approximately 10,000 square feet of dedicated aircraft ramp; approximately 3,960 square feet for approved fuel-truck parking; twelve dedicated vehicle parking spaces; and a south-side loading and parking area.
- Term: Five-year initial term with five successive one-year renewal options. Either party may decline a renewal by providing at least ninety (90) days' written notice.
- Rent: Initial rent of \$12,754 per month, or \$153,048 annually, consisting of \$11,655 for the building, \$1,000 for the dedicated ramp, and \$99 for the fuel-truck area.
- Annual Adjustment: Rent increases annually based on the Consumer Price Index for All Urban Consumers for the West Region and may not decrease below the prior year's rent.
- Security Deposit: \$12,754.
- Utilities and Operations: ROTAK is responsible for all utilities and services used at the premises and for maintenance, cleanup, or remediation resulting from its operations, alterations, negligence, or activities.

- Permitted Use: Aeronautical activities, including aircraft storage, inspection, maintenance, repair, support, related office functions, and limited stripping and re-priming of aircraft parts in compliance with applicable requirements.
- Fuel: ROTAK must purchase aviation fuel from Coos Aviation, subject to product availability, after using its existing fuel inventory. Fuel may not be sold or dispensed to third parties.
- Subleasing: Subleasing may occur at rates established by ROTAK, but each proposed sublease requires the District's prior written approval and remains subject to the lease, Airport rules, security requirements, and applicable laws.
- Insurance and Risk: ROTAK must maintain the insurance coverages required by the lease, name the District as an additional insured where applicable, control access to restricted Airport areas, and indemnify the District against claims arising from its activities.

FISCAL IMPACT:

The lease provides initial annual revenue of \$153,048 and a minimum of \$765,240 over the five-year initial term before CPI adjustments. If all five one-year renewal options are exercised, the ten-year revenue would total at least \$1,530,480 before CPI adjustments. ROTAK will also pay all utilities, eliminating those operating costs for the District during the lease term. The District remains responsible for structural maintenance and repairs caused by ordinary wear and tear.

LEGAL CONSIDERATION:

The lease establishes the permitted aeronautical use of the premises, insurance and indemnification requirements, environmental and fuel-handling obligations, Airport security requirements, default remedies, and compliance with applicable federal, state, and local requirements. District legal counsel has reviewed the lease.

RECOMMENDATION:

Staff recommends that the Board approve the Corporate Hangar Lease Agreement with ROTAK Helicopter Services and authorize the Executive Director to execute and administer the lease agreement and any nonmaterial documents necessary to implement it.

MOTION:

Motion to approve the Corporate Hangar Lease Agreement with ROTAK Helicopter Services for the corporate hangar and associated premises located at 1321 West Airport Way and authorize the Executive Director to execute and administer the lease agreement and any nonmaterial documents necessary to implement it.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: September 16, 2026

SUBJECT: Hangar Development Incentive Program

BACKGROUND:

Southwest Oregon Regional Airport (Airport) currently reports 33 based aircraft and 25 hangars, including 14 District-owned T-hangars and the District-owned corporate hangar. Ten of the remaining hangars were constructed by private parties with land leases from the District. Except for one recently constructed private hangar, most of these privately developed facilities are more than 30 years old.

The District is updating its Airport Master Plan with professional services assistance from Ardurra. Ardurra Aviation Planner Wayne Reiter has identified potential locations for several future hangar configurations: five 60-by-60-foot hangars or 12 T-hangars; one 100-by-100-foot hangar or three 60-by-60-foot hangars; four 50-by-50-foot hangars; and two 65-by-65-foot hangars.

Constructing District-owned hangars is not currently cost-effective without grant funding because public construction may be subject to Oregon prevailing-wage and public-contracting requirements. Private hangar development can add needed capacity while leveraging private capital and preserving District ownership of the underlying land. Staff has therefore prepared the attached Hangar Development Incentive Program for Board consideration.

PROPOSED PROGRAM:

- A construction-period credit equal to 100% of base land rent for up to 24 months.
- An operating-period credit equal to 100% of base land rent for months 1-24 and 50% for months 25-36 after occupancy.
- A 25-year initial land-lease term with two five-year renewal options.
- District responsibility limited to costs directly related to an FAA-required National Environmental Policy Act environmental assessment, National Historic Preservation Act cultural investigation, required Airport Layout Plan update, and associated FAA approvals.
- A completion reimbursement of up to \$20,000 for a single-aircraft hangar; up to \$35,000 for a two- to three-aircraft or qualifying mid-sized hangar; and up to \$50,000 for a four- to six-aircraft or qualifying larger hangar. Facilities exceeding those thresholds require separate Board approval.
- An initial three-year application period limited to the first five projects approved by the Board, unless the Board later extends or expands the program.

FISCAL IMPACT:

The fiscal impact will depend on the number, size, and timing of approved projects. The District would temporarily forego a portion of base land-rent revenue and would assume the specified FAA-related review costs. Completion reimbursements would be capped at \$20,000, \$35,000, or \$50,000 per project based on the approved hangar size and aircraft capacity. If all five initial projects were single-aircraft hangars, the maximum cash reimbursement would be \$100,000. The maximum would be higher if the Board approves multi-aircraft hangars.

Each reimbursement is limited to documented eligible costs, available budget appropriations, final District acceptance, and completion of required approvals. Each proposed lease and project-specific financial commitment will be presented to the Board for approval. The completed hangars are expected to generate land-rent revenue after the incentive period and support additional based-aircraft and aeronautical activity.

LEGAL CONSIDERATION:

The program and each resulting lease must comply with applicable FAA grant assurances and requirements addressing aeronautical use, economic nondiscrimination, exclusive rights, airport revenue, and self-sustainability. Project-specific review will also be required for applicable environmental, cultural, Airport Layout Plan, and FAA approval. The program and implementing agreements will receive final review by the District legal counsel.

RECOMMENDATION:

Staff recommends that the Board approve the Hangar Development Incentive Program in substantially the form attached.

MOTION:

Motion to approve the Coos County Airport District Hangar Development Incentive Program in substantially the form presented, subject to final review by District legal counsel and coordination with the Federal Aviation Administration, and to authorize the Executive Director to make nonmaterial revisions necessary for implementation.

ATTACHMENT: Proposed Hangar Development Incentive Program

HANGAR DEVELOPMENT INCENTIVE PROGRAM

Southwest Oregon Regional Airport

Discussion Draft: Bracketed values are recommended starting points for Board consideration. Final adoption should follow review by District counsel and the FAA Airport District Office.

1. Purpose

The purpose of this program is to encourage private investment in new aircraft hangars at Southwest Oregon Regional Airport (“Airport”), expand the supply and variety of aircraft storage, support growth in the number of based aircraft, generate long-term aeronautical revenue, and renew aging airport improvements without requiring the District to finance and construct the hangars.

2. Background and Findings

- The Airport currently reports thirty-three (33) based aircraft and twenty-five (25) hangars, including fourteen (14) District-owned T-hangars and the District-owned corporate hangar.
- Ten of the twenty-five hangars were developed by private parties under ground leases with the District. With one recent exception, most privately developed hangars are more than thirty (30) years old.
- The District is currently updating its Airport Master Plan with professional services assistance from Ardurra. As part of that planning effort, Ardurra Aviation Planner Wayne Reiter has identified potential locations for several future hangar configurations including:
 - Five 60-by-60-foot hangars or 12 T-hangars;
 - One 100-by-100-foot hangar or three 60-by-60-foot hangars;
 - Four 50-by-50-foot hangars; and
 - Two 65-by-65-foot hangars.
- The number of based aircraft exceeds the number of hangars, indicating a need for additional storage capacity even though individual hangars may accommodate more than one aircraft and some based aircraft may be stored outdoors.
- District construction of new hangars is difficult to finance economically. Public construction may be subject to Oregon prevailing-wage and public-contracting requirements, while a qualifying privately owned and privately financed project is likely exempt from prevailing wage requirements depending on its specific ownership, financing, public use, and other facts. This can decrease the cost of the project by fifteen to forty percent.
- A predictable ground-lease incentive can reduce early project carrying costs while preserving District land ownership and creating a future revenue-producing improvement.

3. Program Objectives

- Add safe, code-compliant hangar capacity suited to the Airport’s demonstrated and anticipated aeronautical demand.
- Leverage private capital and place construction, financing, operating, maintenance, and ownership risk on the private developer.
- Use objective and consistently applied eligibility standards that avoid unjust discrimination or an exclusive right.
- Protect the Airport Layout Plan, future development needs, safety, security, and FAA grant-assurance compliance.
- Produce sustainable ground-rent and aeronautical activity after a limited incentive period.

4. Eligibility

An applicant and project must satisfy all of the following:

- The project is a new, permanent hangar constructed on a District-approved site under a District ground lease. Expansions may qualify only if they create material additional aircraft-storage capacity.
- The hangar's primary purpose is an FAA-permitted aeronautical use, principally storage of active aircraft or an approved aviation business requiring hangar access.
- The applicant will privately own and finance the improvements and will not rely on a District construction contract, District loan guarantee, or direct District cash contribution other than a completion reimbursement expressly approved under this program.
- The project is consistent with the FAA-approved Airport Layout Plan, applicable master planning, land-use approvals, building and fire codes, environmental requirements, utility standards, and District design and construction requirements.
- The applicant is in good standing with the District and has sufficient financial and technical capacity to complete, operate, maintain, insure, and ultimately remove or surrender the improvement as required by the lease.
- The applicant enters into a ground lease and development agreement with the District and has not begun construction prior to the District approval of the incentive and ground lease and development agreement.

5. Standard Incentive Package

Incentive	Recommended Level	Conditions
Construction-period rent credit	100% of base ground rent for up to 24 months	Ends upon the certificate of occupancy, beneficial use, lease termination, or 24 months after lease execution, whichever occurs first. Extensions require Board approval for circumstances beyond the developer's reasonable control.
Operating-period rent credit	100% for months 1-24; 50% for months 25-36	Begins after certificate of occupancy. Applies only to base ground rent; does not waive utilities, taxes, assessments, insurance, permit costs, Airport fees, or other charges.
Completion reimbursement	Up to \$20,000: one aircraft / up to 3,600 sq. ft. Up to \$35,000: 2-3 aircraft / 3,601-6,500 sq. ft. Up to \$50,000: 4-6 aircraft / 6,501-12,000 sq. ft. Larger: separate Board approval	Paid only after completion, certificate of occupancy, final District acceptance, proof of eligible costs, and confirmation of all required FAA, NEPA, NHPA, and other approvals. The applicable cap is based on the greater qualifying size/capacity tier shown on the approved plans. Payment is limited to actual documented eligible costs and available appropriations.

Incentive	Recommended Level	Conditions
FAA-required regulatory costs	District covers only specified FAA-required review costs	Limited to costs directly related to an FAA-required National Environmental Policy Act (NEPA) environmental assessment, National Historic Preservation Act (NHPA) cultural investigation, required Airport Layout Plan update, and associated FAA approvals. The applicant remains responsible for all other professional, permitting, utility, design, construction, and review costs.
Lease term	25-year initial term with two 5-year renewal options	Each renewal is subject to compliance with the lease, timely written exercise, District approval, then-current rent and terms, Airport needs, and applicable FAA requirements.
Pre-application assistance	One coordinated staff meeting and site review	District will identify available sites, known constraints, approval steps, and available utility information without warranting site conditions or project feasibility.

Limited cash reimbursement. Except for the completion reimbursement expressly approved under this program, incentives are credits against otherwise applicable District charges. Unused credits have no cash value, may not be applied to unrelated obligations, and may not be combined with another District incentive unless the Board expressly approves it.

6. Program Limits and Availability

- The program will accept applications for [three years] after its effective date and will apply to no more than the first [five] projects approved by the Board, unless extended or expanded by the Board.
- Approval is subject to the availability of suitable land and Airport capacity. The program does not guarantee a particular site, utility capacity, permit, construction schedule, or FAA approval.
- The Board may establish an annual aggregate cap on foregone base ground rent. Applications exceeding the available program capacity may be placed on a waiting list or considered under separately negotiated economic-development terms consistent with law and FAA obligations.
- Commercial or unusually large hangars may be considered under this program, but the Board may require additional investment, employment, operating, or revenue commitments proportionate to the requested benefit.

7. Application and Approval Process

1. **Pre-application conference.** Applicant meets with District staff to discuss the concept, site availability, aeronautical use, schedule, utilities, and approval requirements.
2. **Application.** Applicant submits ownership information, concept/site plan, proposed use and aircraft, hangar dimensions, estimated investment, financing evidence, development schedule, contractor information, and requested incentive.

3. **Staff review.** Staff evaluates planning compatibility, safety, demand, financial capacity, infrastructure impacts, legal compliance, and estimated fiscal benefit to the District.
4. **Regulatory review.** Before approval, the District obtains any necessary FAA review and determines, with counsel as appropriate, whether the proposed project or incentive implicates prevailing-wage requirements.
5. **Board action.** The Board approves, modifies, or denies the application and authorizes the ground lease and development agreement. Approval is discretionary and creates no entitlement until all agreements are executed.
6. **Construction and closeout.** Applicant obtains permits and approvals, constructs the project, provides required inspections and record drawings, and receives a certificate of occupancy before the operating-period credit begins.

8. Required Lease and Development Terms

- Construction milestones, including commencement within [12 months] and completion within [24 months] after lease execution, subject to approved extensions.
- District approval of plans, contractors, staging, access, utility connections, pavement tie-ins, security measures, and work affecting Airport operations.
- Applicant responsibility for all design, financing, permits, construction, taxes, utilities, operations, maintenance, repair, insurance, indemnity, environmental compliance, and removal or disposition obligations. Any completion reimbursement is subject to a written reimbursement agreement and may be recovered on a prorated basis if the hangar ceases qualifying aeronautical use or the lease terminates during the first five years after payment of the reimbursement to the tenant.
- Use and occupancy requirements consistent with FAA hangar-use policy, including priority for aeronautical use and storage of an active aircraft within [90 days] after occupancy unless the District approves another qualifying aeronautical use.
- Rent adjustment after the incentive period under the District's then-current aeronautical ground-rent methodology, together with any periodic escalator stated in the lease.
- Assignment and transfer is allowed only with District's prior written consent. A remaining rent credit may transfer with the hangar only if the successor tenant assumes all obligations and remains eligible.
- All potential remedies for default will remain available to the District, including suspension or termination of credits, repayment of credits received during a period of noncompliance, termination rights, and required cure periods.
- The lease does not grant exclusive rights, assurances of future development approvals, and reserves the District's governmental, proprietary, safety, planning, and grant-compliance authority.
- Disposition of the hangar at lease expiration occurs through removal, negotiated purchase, or reversion to the District, as specified in the individual lease and permitted by law and FAA requirements.

9. Evaluation Criteria

If competing applications seek the same site or exceed available program capacity, the District will apply the following criteria consistently:

Criterion	Points
Additional aircraft-storage capacity and demonstrated aeronautical demand	30
Readiness to proceed, financing, and achievable schedule	25

Criterion	Points
Compatibility with Airport plans, site efficiency, and infrastructure	20
Long-term financial return and investment in the Airport	15
Aviation business activity, employment, or public benefit	10

10. Compliance Safeguards

- FAA obligations. The program and each lease must comply with applicable grant assurances, including economic nondiscrimination, exclusive-rights, compatible land use, hangar-use, revenue-use, and self-sustainability requirements. Similarly situated applicants will be treated under consistent published standards.
- Aeronautical use. Privately constructed hangars on Airport land remain subject to FAA aeronautical-use requirements. Non-aeronautical use requires specific District and, when applicable, FAA approval and may require fair-market rent.
- Oregon prevailing wage. The District will not represent that a project is exempt. Any direct or indirect use of public funds, public ownership or occupancy, or other project facts may affect coverage determination under ORS 279C.800 to 279C.870.
- Airport revenue and valuation. Before implementation, the District will document the ordinary aeronautical ground-rent rate, the value and duration of each credit, the anticipated long-term return, and the public-airport purpose served. FAA ADO concurrence will be obtained if staff or counsel determines it is appropriate.
- Legal review. Every lease and development agreement is subject to final review and approval as to form by District legal counsel.

11. Administration, Reporting, and Sunset

The Executive Director will administer the program, maintain records of applications and credits, monitor construction milestones and aeronautical use, and report annually to the Board on approved projects, hangar square footage added, aircraft accommodated, private investment, credits granted, and ground-rent revenue projected after the incentive period. The Board may amend, suspend, or terminate the program prospectively. Approved incentives remain governed by their executed agreements.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: September 16, 2026

SUBJECT: Authorization to Publish RFQ for As-Needed Professional Services

BACKGROUND:

The Coos County Airport District's (District) current professional services agreement with Ardurra is approaching the end of its term in early 2027. To avoid a gap in access to airport planning, engineering, architectural, environmental, surveying, and related professional services, Deputy Director Brittsan has prepared a new Request for Qualifications (RFQ) for Board consideration.

The proposed solicitation would establish an as-needed consultant relationship for a five-year period, with an anticipated start date of February 1, 2027. It identifies the projects and service areas the District reasonably expects may be initiated during that period. Individual assignments would be authorized later through written task orders or work authorizations with project-specific scopes, schedules, and negotiated compensation.

FAA PROCUREMENT FRAMEWORK:

FAA Advisory Circular 150/5100-14E, Change 1, provides the current FAA guidance for selecting and engaging architectural, engineering, environmental, planning, surveying, and related consultants for federally assisted airport projects. The guidance calls for a fair and open qualifications-based selection process: firms are evaluated on qualifications and experience, the best-qualified firm is selected, and a fair and reasonable fee is negotiated only after selection.

The FAA permits an airport sponsor to select a consultant for several anticipated projects through one procurement action. For that approach, the solicitation must identify the expected projects, schedule, statement of work, and required services in enough detail to support meaningful competition. The services must be limited to projects the sponsor reasonably expects to initiate within five years of the initial contract. Projects begun during that period may continue afterward, but new projects generally should not be initiated after the five-year period without a new procurement action.

Accordingly, periodically conducting a new RFQ promotes full and open competition and protects the eligibility of professional-service costs for federal participation. The proposed RFQ aligns the new selection with the expiration of the District's current agreement and uses the five-year period recognized in FAA guidance.

PROPOSED RFQ:

- Issue date: September 17, 2026.
- Statements of Qualifications due: October 30, 2026, at 2:00 p.m. Pacific Time.
- Anticipated agreement start: February 1, 2027.
- Agreement period: five years commencing upon contract execution.
- Selection method: qualifications-based selection; respondents may not include pricing in their SOQs.
- Evaluation: qualifications and capacity (30%); relevant experience (25%); FAA/state/regulatory experience (15%); project understanding and approach (15%); and past performance and references (15%).
- Scope: anticipated airport and land-development projects, including airfield, apron, terminal, security, environmental, planning, utilities, hangar, NAVAID, obstruction, and related professional services.

FISCAL IMPACT:

Publishing the RFQ will involve only incidental solicitation and advertising costs. Selection of a consultant will not guarantee any minimum amount of work or compensation. Each future assignment will be subject to available funding, an agreed scope and schedule, an independent fee estimate or other required cost analysis, negotiation of fair and reasonable compensation, and the District's applicable authorization and budget procedures.

LEGAL CONSIDERATION:

The RFQ uses a qualifications-based selection process consistent with applicable FAA guidance as well as Oregon law. Professional Firms will be ranked based on qualifications rather than price, with scope and compensation negotiated after selection. The RFQ does not obligate the District to award a contract or authorize any work, and any resulting agreement will be subject to final legal review and approval as to form.

RECOMMENDATION:

Staff recommends that the Board approve publication of the RFQ. Beginning the competitive selection process now will allow sufficient time to receive and evaluate qualifications, complete negotiations, and establish a successor agreement before the current Ardurra agreement concludes in early 2027.

MOTION:

Move to approve the Request for Qualifications for As-Needed Professional Services and authorize the Executive Director to publish the RFQ and make nonmaterial administrative revisions necessary for issuance.

**COOS COUNTY AIRPORT DISTRICT
SOUTHWEST OREGON REGIONAL AIRPORT (OTH)**

REQUEST FOR QUALIFICATIONS

AS-NEEDED PROFESSIONAL SERVICES

Architectural, Engineering, Planning, Environmental,
Surveying and Related Professional Services

Issued: September 17, 2026

Statement of Qualifications Due: 2:00 p.m. Pacific Time — October 30, 2026

Anticipated Start Date:

February 1, 2027

Anticipated Agreement Period:

Five years commencing upon contract execution

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

1. Notice of Request for Qualifications

The Coos County Airport District (CCAD), owner and operator of Southwest Oregon Regional Airport (OTH), invites Statements of Qualifications (SOQs) from qualified firms to provide as-needed architectural, engineering, planning, environmental, surveying, technical, advisory, and related professional services in support of airport development and non-aeronautical land development. CCAD intends to engage the selected consultant for a five-year period commencing upon contract execution. The anticipated start date is February 1, 2027.

This RFQ is intended to establish a qualified consultant relationship for assignments that may be authorized by CCAD from time to time. Individual assignments may be issued as task orders, work authorizations, or other written authorizations determined appropriate by CCAD and applicable procurement requirements. Issuance of this RFQ does not guarantee a minimum volume of work, a specific project, or any particular compensation.

2. Procurement Summary

Owner / Agency	Coos County Airport District (CCAD)
Airport	Southwest Oregon Regional Airport (OTH), North Bend, Oregon
Solicitation	Request for Qualifications — As-Needed Professional Services
Primary Services	Architectural, engineering, planning, environmental, surveying, and related professional services
Selection Method	Qualifications-based selection (QBS)
SOQ Due	2:00 p.m. Pacific Time, October 30, 2026
Anticipated Start Date	February 1, 2027
Agreement Period	Five years commencing upon contract execution
SOQ Limit	30 pages maximum, subject to the exclusions stated in Section 8
Submittal	Three (3) copies to the CCAD contact identified in Section 11
Pricing	Do not include pricing, rates, fees, or other compensation information in the SOQ

3. Airport and Assignment Background

CCAD is seeking a consultant or consultant team capable of supporting a diverse program of airport and land development needs at OTH. The anticipated work includes airside and landside improvements, planning and development, infrastructure, facilities, environmental compliance, grant-related support, and other professional services required to advance CCAD priorities.

Assignments may range from limited technical evaluations and planning studies to full project development, design, permitting, bidding support, construction administration, construction observation, closeout, and related services. The consultant must be capable of coordinating with CCAD, airport tenants and users, governmental agencies, utilities, contractors, and other stakeholders.

4. Objectives of the RFQ

- Establish access to qualified professional resources that can respond promptly to CCAD's changing airport development needs.
- Obtain high-quality planning, engineering, architectural, environmental, surveying, and technical services appropriate for an operating airport.
- Support projects in a manner consistent with applicable FAA, State of Oregon, local, and other regulatory requirements.
- Provide practical, cost-conscious recommendations that consider constructability, phasing, airport operations, safety, funding eligibility, and long-term asset management.
- Maintain continuity and institutional knowledge across multiple airport projects and assignments.

5. Anticipated Scope of Services

The following projects are those CCAD reasonably anticipates initiating during the five-year period, together with service areas that may be required to support them. The list does not obligate CCAD to authorize any project or service, and CCAD may separately procure any assignment when required by law, funding requirements, or the CCAD's best interests:

- Airport Layout Plan (ALP) updates and related airport planning documentation
- Runway 5/23 extension planning, design, environmental and implementation support
- MALSR electrical upgrades and related airfield electrical improvements
- General Aviation apron and taxiway connector improvements
- Runway and taxiway rehabilitation
- Pavement Condition Number (PCN) data acquisition and FAA Form 5010 / airport master record support
- Air carrier apron expansion and improvements
- On-call environmental services, including environmental screening, studies, documentation and NEPA support as applicable
- On-call general aviation planning and development
- Terminal expansion and improvements
- Perimeter security, access control and property fencing
- Airport ingress/egress improvements, including potential fueling-route development
- General Aviation hangar development and related site planning
- Aircraft Rescue and Fire Fighting (ARFF) vehicle acquisition support
- Passenger Facility Charge (PFC) program application and related support
- Navigational aids (NAVAIDs) planning, coordination and implementation support
- Obstruction identification, evaluation and removal
- Advanced Air Mobility / electric vertical takeoff and landing (eVTOL) planning and development

Professional Service Disciplines

- Airport and land-use planning
- Architectural services
- Civil and airfield engineering
- Drainage, stormwater and utility engineering
- Electrical engineering, including airfield lighting and NAVAIDs
- Structural engineering

- Mechanical engineering
- Geotechnical engineering and materials testing
- Surveying, mapping and GIS
- Environmental screening, studies, permitting and NEPA support
- Traffic and transportation engineering
- Appraisal and property-related services
- Financial feasibility, economic impact analysis and financial modeling
- Cost estimating and lifecycle cost analysis
- Grant administration and project development support
- Bidding, construction administration, construction observation and project closeout
- Technical studies, feasibility analyses and alternatives evaluations
- Stakeholder coordination, public meetings and agency coordination
- Other professional services reasonably related to airport planning, development and operation

Regulatory and Airport-Specific Expertise

Consultants should demonstrate familiarity with requirements applicable to airport development, including, as appropriate, Federal Aviation Administration (FAA) requirements and guidance; U.S. Department of Transportation requirements; Transportation Security Administration (TSA) considerations; State of Oregon aviation requirements; local land-use, building and permitting requirements; environmental regulations; accessibility requirements; and other applicable federal, state and local laws, rules, standards and guidance.

For federally assisted projects, the selected consultant may be required to comply with applicable federal grant requirements, FAA grant assurances, federal contract provisions, civil rights requirements, and other requirements associated with the applicable funding source.

6. As-Needed / Task-Order Approach

- The resulting agreement is anticipated to remain available for assignments for a five-year period commencing upon contract execution, with an anticipated start date of February 1, 2027. No new assignment will be initiated after expiration of the five-year period without a new procurement action, unless otherwise permitted by applicable law and approved by FAA when required. Projects initiated during the five-year period may continue beyond expiration of the agreement.
- CCAD may request a written scope, schedule, staffing plan and fee proposal for an individual assignment after selection.
- Individual assignments will be authorized only after CCAD and the consultant agree on the applicable scope, deliverables, schedule and compensation in accordance with applicable procurement requirements.
- CCAD may use the selected consultant for one or more assignments during the term of the resulting agreement, subject to available funding and authorization.
- Assignments may require coordination with FAA, Oregon Department of Aviation, other public agencies, tenants, airlines, utilities, contractors and other stakeholders.
- The consultant shall maintain sufficient staff and subconsultant capacity to respond to urgent or time-sensitive airport needs when requested.
- CCAD may procure particular assignments separately when it determines that doing so is in the CCAD's best interest or is necessary to preserve competition, consultant objectivity, regulatory compliance, or funding eligibility.

7. Minimum Qualifications and Desired Capabilities

- Demonstrated experience providing architectural, engineering, planning, environmental, surveying or related professional services for airports or comparable transportation facilities.
- Experience with airport projects of similar type, scale and complexity, including work in an active operational environment.
- Experience supporting FAA-funded or federally assisted airport projects, including qualifications-based consultant selection and applicable grant requirements.
- Knowledge of State of Oregon aviation and public procurement requirements applicable to the proposed services.
- Ability to assemble and manage multidisciplinary teams and qualified subconsultants.
- Availability to respond to CCAD's needs and meet project schedules.
- Demonstrated quality control/quality assurance practices and effective project management.
- Ability to communicate clearly with airport management, governing bodies, tenants, agencies, contractors and the public.
- All required professional licenses and registrations necessary to perform the proposed services.

8. Statement of Qualifications — Required Format

- **Letter of Introduction.** Maximum two (2) pages. Provide a letter signed by an authorized representative that identifies the firm, primary contact, office location, proposed lead consultant, and a concise statement of interest and availability. The letter must also acknowledge receipt of each RFQ addendum, if any.
- **Firm Qualifications and Experience.** Describe organizational capabilities, relevant disciplines, airport experience, and qualifications applicable to the anticipated services.
- **Project Team and Key Personnel.** Identify the proposed project manager and key personnel, roles and responsibilities, office location, availability, and anticipated involvement. Include concise resumes for key personnel.
- **Relevant Project Experience.** Provide examples of comparable airport or transportation projects. Identify client, project location, scope, services performed, project role, approximate project value where appropriate, funding source where relevant, and completion date.
- **FAA / State / Regulatory Experience.** Describe experience with FAA, State of Oregon and other applicable regulatory agencies and requirements, including federally assisted airport projects.
- **Project Understanding and Approach.** Demonstrate understanding of CCAD's anticipated needs, operating-airport constraints, coordination requirements, risk management, quality control, constructability, scheduling and funding considerations.
- **Subconsultant Team.** Identify proposed subconsultants, their roles, qualifications, relevant experience and anticipated level of participation. Explain how the prime consultant will manage the team.
- **References.** Provide at least four (4) references familiar with the firm's performance on comparable work. Include name, organization, telephone number, email if available, project, and relationship to the firm.
- **Availability and Support Data.** Provide other information demonstrating responsiveness, workload capacity, geographic coverage, local/regional presence, and ability to support CCAD.

Page Limit: The SOQ shall not exceed thirty (30) pages. The page limit excludes the front and back covers, dividers, cover sheet, table of contents, and the Letter of Introduction, which may not exceed two (2) pages. Firms should avoid excessive promotional material and focus on information relevant to the evaluation criteria.

9. Evaluation and Selection

CCAD will evaluate and rank SOQs using the criteria below. The evaluation is intended to identify the consultant best qualified to meet CCAD's anticipated needs.

Criterion	Weight	Evaluation Focus
Firm / Team Qualifications and Capacity	30%	Qualifications, professional competence, staffing, availability, project management, responsiveness and multidisciplinary resources committed to CCAD's anticipated needs.
Relevant Project Experience	25%	Relevant experience with airport and comparable projects similar in type, scope, complexity, funding and active operating environment.
FAA / State / Regulatory Experience	15%	Experience with FAA, State of Oregon and applicable aviation, environmental, regulatory, grant and procurement requirements.
Project Understanding and Approach	15%	Understanding of CCAD's anticipated assignments and operating constraints; proposed approach to coordination, quality control, risk, constructability, scheduling, cost control and funding requirements.
Past Performance and References	15%	Demonstrated record of quality, schedule and cost control, responsiveness, contract administration and client satisfaction, including information obtained from references.

Total: 100%

Interviews

CCAD may interview a shortlist of consultants if it determines that interviews will assist in the selection. If interviews are conducted, CCAD may request a presentation, clarification of qualifications, discussion of project approach, or other information relevant to the evaluation. CCAD may make a selection without interviews if the SOQs provide sufficient information.

Selection and Negotiation

CCAD intends to select the highest-ranked, most qualified consultant in accordance with applicable qualifications-based selection requirements. Following selection, CCAD may negotiate the scope of services and compensation with the selected consultant in accordance with applicable law and procurement requirements. If CCAD and the selected consultant cannot reach agreement, CCAD may proceed with the next-ranked consultant as permitted by applicable requirements.

No fee, rate, overhead, multiplier, price, cost estimate or other compensation information shall be included in the SOQ.

10. Procurement Requirements and General Conditions

- **Qualifications-Based Selection.** Selection will be based on qualifications and other factors identified in this RFQ. Pricing is excluded from the qualification submission.

- **FAA Requirements.** For applicable federally assisted airport projects, CCAD intends to follow applicable FAA requirements and guidance for A/E consultant selection and contracting, including FAA AC 150/5100-14E, as applicable to the assignment and funding source.
- **Oregon Requirements.** The procurement and resulting contract(s) shall be subject to applicable provisions of Oregon law, including applicable provisions of ORS Chapter 279C and related administrative rules.
- **Licensing.** Each consultant and proposed subconsultant must be properly licensed, registered or otherwise legally authorized to perform the services proposed, or must identify the applicable legal exemption.
- **Insurance.** The selected consultant will be required to maintain insurance appropriate to the services and as required by CCAD's contract documents and applicable law.
- **Conflicts of Interest.** Consultants shall disclose actual or potential conflicts of interest and any other circumstance that could impair independent professional judgment or create an appearance of impropriety.
- **Debarment / Responsibility.** The selected consultant and applicable subconsultants may be required to provide certifications and representations concerning responsibility, debarment, suspension and other matters required by applicable law or funding source.
- **Civil Rights / DBE.** CCAD seeks fair and equal opportunity for DBE participation and will administer applicable civil rights and DBE requirements in accordance with federal and state requirements when applicable.
- **Federal Contract Provisions.** Federally assisted assignments may be subject to applicable federal contract provisions, certifications, recordkeeping, audit, lobbying, nondiscrimination and other requirements associated with the funding source.
- **Public Records.** SOQs and related procurement records will be handled in accordance with Oregon public records law, including ORS 279C.107. To the extent permitted by law, CCAD may withhold proposal contents from public inspection until after execution of a contract. Respondents must clearly identify information claimed to be exempt from disclosure and state the specific legal basis for each claim. Marking an entire SOQ confidential is not acceptable. CCAD will make all disclosure determinations as required by law and does not guarantee that information identified by a respondent will be withheld.
- **Ownership / Work Product.** The resulting agreement may address ownership, licensing, retention and use of documents, drawings, models, data and other work products prepared for CCAD.
- **No Guarantee of Work.** Issuance of this RFQ and selection of a consultant does not guarantee any assignment, minimum amount of work, or minimum compensation.

CCAD Rights

- Reject any or all SOQs or cancel this RFQ when CCAD determines such action is in the CCAD's best interest and consistent with applicable law.
- Request clarification or additional information from any respondent.
- Waive minor informalities or technicalities when permitted and in the CCAD's best interest.
- Modify or supplement the RFQ through written addenda.
- Shortlist firms and conduct interviews or other permissible evaluation activities.
- Award a contract or establish an on-call relationship only to the extent authorized by the CCAD and applicable procurement requirements.
- Procure particular services separately rather than through the resulting agreement.

All costs incurred in preparing or submitting an SOQ, attending interviews, or otherwise responding to this RFQ shall be borne solely by the respondent. CCAD will not reimburse any respondent for such costs.

11. Questions, Communications and Submittal

All questions regarding this RFQ must be submitted in writing to the contact identified below no later than October 19, 2026. Responses that materially affect this solicitation will be issued by written addendum and made available to all prospective respondents. Respondents should not contact other CCAD personnel, Coos County Airport District Board members, evaluators or representatives regarding this solicitation except as expressly authorized by CCAD.

Questions / RFQ Contact

Robert Brittsan
Coos County Airport District
Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97459
541-756-8531
robert@flyoth.gov

SOQ Delivery

Three (3) bound paper copies of the Statement of Qualifications must be received, in a sealed package, no later than 2:00 p.m. Pacific Time on October 30, 2026 at:

SOQ SUBMITTAL — AS-NEEDED PROFESSIONAL SERVICES — DO NOT OPEN

Rodger Craddock, Executive Director
Coos County Airport District
Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97459
rodger@flyoth.gov

Late submittals may be rejected in accordance with applicable procurement requirements. Respondents are responsible for ensuring timely delivery and receipt. Email and facsimile submissions will not be accepted. A respondent may withdraw or replace its SOQ by written notice received before the submission deadline.

RFQ Availability

RFQ information is available through the CCAD's website at www.flyoth.com/airport-business or by contacting the RFQ Contact identified above.

12. Respondent Checklist

- Signed Letter of Introduction included, limited to two (2) pages, and acknowledging all addenda, if any.
- SOQ organized in the order requested in Section 8.
- Firm qualifications and comparable project experience clearly identified.
- Project team, key personnel and resumes included.
- FAA / State / regulatory experience described.
- Project understanding, approach, risks and coordination considerations addressed.

- Subconsultants identified, including roles and relevant qualifications.
- At least four (4) references provided.
- Availability and capacity addressed.
- SOQ does not exceed the 30-page limit, excluding permitted items.
- No pricing or compensation information included.
- All proposed firms and subconsultants are properly licensed or legal exemptions are identified.
- Three (3) bound paper copies sealed, properly labeled, and prepared for delivery by the stated deadline.

13. Important Note to Respondents

This RFQ is intended to describe CCAD's anticipated professional service needs and the information requested from prospective consultants. It is not a construction solicitation and does not authorize work. Any resulting professional services agreement, task order, work authorization, or other contract document will establish the specific scope, compensation, schedule, insurance, terms and conditions applicable to each authorized assignment.

14. Reference Framework

This RFQ has been structured to align with the qualifications-based approach described in applicable FAA guidance for airport architectural, engineering and planning consultant services, as well as applicable Oregon public procurement requirements. The controlling requirements for any particular assignment will be those applicable to CCAD, the funding source, and the specific services being procured.

END OF REQUEST FOR QUALIFICATIONS

Coos County Airport District
Southwest Oregon Regional Airport (OTH)
North Bend, Oregon

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: September 16, 2026

SUBJECT: Amendment to Airport Heights Park and Recreation Area Rules

BACKGROUND:

With the assistance of the Airport Park Committee, the Board of Commissioners adopted the Airport Heights Park and Recreation Area Rules on December 5, 2024. Since that time, electric-assisted bicycles, e-motos, motorcycles, dirt bikes, and other motorized vehicles have become more prevalent in and around the park and on adjacent undeveloped Coos County Airport District (District) property. Some of these vehicles have been operated on lawns, paths, trails, and undeveloped areas, causing property damage and creating safety concerns for pedestrians and other users of District property.

Staff has discussed these concerns with the Park Committee. The proposed amendment permits bicycles and lawful electric-assisted bicycles on designated paved paths and roadways, subject to pedestrian right-of-way and safe-speed requirements. It prohibits e-motos, motorcycles, dirt bikes, all-terrain vehicles, motorized scooters, and similar motorized vehicles from lawns, paths, trails, recreational areas, and adjacent undeveloped District property. It also prohibits operating any bicycle or motorized device in a manner that damages District property or creates a hazard. The amendment preserves access for mobility devices used by persons with disabilities, consistent with applicable law.

Given the proximity of the Park to the Airport, legal counsel has also recommended that we include a prohibition on drone use, and that is included in the proposed rules.

FISCAL IMPACT:

Minor costs to update and post park signage can be absorbed within the existing budget.

LEGAL CONSIDERATION:

The amended rules should receive final review by legal counsel before implementation. The mobility-device provision is intended to preserve access required by the Americans with Disabilities Act.

RECOMMENDATION:

Staff recommends that the Board approve the amended Airport Heights Park and Recreation Area Rules.

MOTION:

Motion to approve the amended Airport Heights Park and Recreation Area Rules, subject to final legal review, and authorize the Executive Director to implement and post the rules.

Airport Heights Park and Recreation Area Rules

Adopted December 5, 2024 | Amended September 17, 2026

To help ensure a safe and enjoyable experience for everyone, please observe the following rules.

1 Hours of Operation

- **Park Hours** Open daily from one hour before sunrise until one hour after sunset.
- **After Hours** The park is closed to the public outside posted hours. Trespassing during closed hours is prohibited.

2 Prohibited Activities

The following activities are **prohibited**:

- Fires, open flames, burning, charcoal grills, and other flame-producing devices is prohibited.
- Possession or consumption of alcoholic beverages is prohibited except as expressly authorized by the District.
- Smoking, vaping, or inhaling any tobacco, nicotine, cannabis, or similar product is prohibited.
- Disorderly conduct, harassment, intimidation, or threatening behavior that interferes with others' use and enjoyment of the park is prohibited.
- Commercial activity is prohibited except as expressly authorized by the District.
- Operation of unmanned aircraft systems (drones) is prohibited except as authorized by the FAA.
- Overnight camping and parking is prohibited.
- Discharging weapons or fireworks at any time is prohibited.
- Illegal drug or substance possession or use is prohibited.
- Feeding, disturbing, harassing, trapping, or hunting wildlife or animals is prohibited.
- Removal, collection, or harvesting of trees, plants, mushrooms, berries, firewood, or other natural resources is prohibited.

3 Dogs and Other Pets

- **Leash Requirement** Dogs must be kept on a leash at all times, except in designated off-leash areas.
- **Clean Up** Pet owners must clean up after their pets. Waste disposal stations are provided throughout Airport Heights Park, the terminal parking lot, and the bluff trailhead.
- **Restricted Areas** Pets are not allowed in the playground area or inside the outfield fencing in the ballpark area.

4 Respect for Nature

- **Littering** Dispose of trash and recyclables in the provided bins. Help keep the park clean.

5 Activities and Recreation

- **Sports and Games** Use designated areas for sports and games. Be mindful of others and avoid activities that could endanger people or damage the park.
- **Picnics** Picnic areas are available on a first-come, first-served basis. Please clean the area and dispose of litter after use.

6 Noise and Conduct

- **Amplified sound** is prohibited unless authorized in advance by the Coos County Airport District.

7 Vehicles and Parking

- **Parking** No overnight parking. Park only in designated areas. Unauthorized vehicles may be towed.
- **Bicycles and Electric Assisted Bicycles** Bicycles and electric-assisted bicycles, as defined by Oregon law, are permitted only on designated paved paths and roadways. Riders must yield to pedestrians and operate at a safe, controlled speed.
- **Prohibited Motorized Vehicles** Motorcycles, dirt bikes, all-terrain vehicles, e-motos, mopeds, motorized scooters, and other motorized vehicles are prohibited on park lawns, adjacent District-owned lawns, paths, trails, undeveloped areas, and recreational areas.
- **Designated Vehicle Areas** Motor vehicles, other than permitted electric-assisted bicycles and authorized mobility devices, are permitted only on designated roadways and in designated parking areas.
- **Unsafe or Damaging Operation** No bicycle, electric-assisted bicycle, or motorized device may be operated in a manner that damages District property or creates a hazard for other users of District property.
- **Mobility Devices** Nothing in these rules prohibits the lawful use of a wheelchair or other mobility aid by a person with a mobility disability. Other power-driven mobility devices may be used as required by the Americans with Disabilities Act, subject to reasonable restrictions based on actual safety, facility, and resource-protection considerations.

8 Safety and Emergencies

- **Emergencies** In case of an emergency, dial 911.

9 Compliance and Enforcement

- **Penalties** Violations of these rules may result in removal from the park, fines, towing, or other legal action, as applicable.