

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Wednesday, October 21, 2026 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

September 16, 2026 Board Meeting Minutes	02-05
Financial Report / Check Register	06-20
Public Relations / Communications Report	21-23

SECTION 2 - EXECUTIVE DIRECTOR REPORT:

25-28

SECTION 3 - PRESENTATION:

Verbal

SECTION 4 - ACTION ITEMS:

Motion to Update Rates and Fees	31-35
Motion to Ratify Amendment to Coos Aviation Lease	36-37
Ardurra Scope of Work: Stormwater Pollution Control Plan	38-41
Motion to Reschedule Upcoming Board Meeting	42

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting December 9, 2026

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, September 16, 2026 at 7:35 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chair (arrived during Director's Report)

Joe Benetti, Vice Chair

Andrew Brainard, Commissioner (Zoom)

Caddy McKeown, Commissioner (Zoom)

Brent Pahls, Commissioner (Zoom; disconnected during Section 3)

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; Jason Traylor

SECTION 1: CONSENT CALENDAR

Motion:

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

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Passenger Activity: Through August 2026, the airport served more than 34,000 passengers, approximately 2.1% below the record-setting pace of 2025, but 25.6% above 2024 and 34.2% above 2023. The San Francisco route recorded 22,874 passengers, a 2.4% decrease from the prior year. The seasonal Denver route recorded 11,431 passengers, approximately 1.4% below its 2025 record. The Executive Director noted that the results were consistent with broader declines in air travel, including decreases in TSA screenings nationally, statewide, and at Portland International Airport. Despite the recent slowdown, passenger activity remains substantially higher than in prior years.

Airport Master Plan: The Executive Director reported that the Master Plan update, which began in 2025, is progressing with assistance from Ardurra and the project team. The process includes evaluating existing facilities, passenger forecasts, amenities, and potential future development alternatives. The Planning Advisory Committee was scheduled to meet that day, followed by a public open house to gather community input. In response to a Board question, the Executive Director explained that the current commercial apron expansion is designed around a particular aircraft size, while the Master Plan considers options for future expansion to the west to accommodate additional aircraft capacity and potentially another gate. Additional gate capacity would also require terminal expansion.

Commercial Apron Expansion: Planning and design activities are underway. District staff and engineering consultants were scheduled to meet with the FAA project manager for the required pre-design conference. Environmental and cultural resource work is also underway, and the District is coordinating with the airlines to ensure the design meets their operational needs. The project schedule is being managed to meet requirements for eligibility in the 2027 FAA grant cycle. If the schedule proceeds as planned, construction would occur in 2027, with potential operational impacts during the construction period.

Aircraft Tie-Down Improvements: Knife River Materials was on site installing aircraft tie-downs in two areas. The improvements include tie-downs required for the FedEx and new cargo facility, as well as additional spaces between the corporate hangar and the ARFF station for based and transient aircraft. The District is coordinating with Coos Aviation on the placement of the additional tie-downs.

DHS Loan Refinancing: The refinancing of the DHS building loan has been completed. The transaction is expected to save the District approximately \$527,293 over the remaining repayment period, which extends to December 2037. The Executive Director noted that the savings will provide financial flexibility, particularly in the coming year when the District anticipates funding an elevator replacement at the BLM facility. The District expects to use available BLM funds for the elevator project and excess DHS funds to support the associated transfer to the District.

BLM Facility Maintenance: Siding work on the west side of the BLM facility has been completed. District staff are completing caulking and painting, with the work expected to be finished this year. Completing the work with District staff is expected to provide substantial cost savings compared with contracting the work externally.

Terminal Building Roof Assessment: The District is evaluating repair or replacement options for the terminal roof, which dates to the facility's original construction between 2006 and 2008. A roof scan identified moisture in approximately 30% of the roof area. Weatherholt and HGE are analyzing the findings to determine whether localized repairs or full roof replacement would provide the most cost-effective, long-term solution. Once the appropriate approach is determined, the District will proceed with a competitive bidding process using the design specifications prepared by the consultants.

Vegetation Management and Fire Prevention: Following the Board's prior approval of additional work by Outer Limits, vegetation and brush removal is progressing across District property. Work has been completed behind the DHS facility and along the service road, improving access and reducing accumulated vegetation and fire fuel. Work is continuing west of the park. The Executive Director acknowledged concerns regarding the mulching work.

SECTION 3: ACTION ITEMS

Motion:

Commissioner McKeown (Second Vice Chair Benetti) moved 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.

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

*Commissioner Pahls lost internet connection and was not present for the remainder of the meeting.

Motion:

Vice Chair Benetti (Second Commissioner Brainard) moved 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 FAA, and to authorize the Executive Director to make nonmaterial revisions necessary for implementation.

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

Motion:

Commissioner McKeown (Second Commissioner McKeown) moved 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.

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

Motion:

Vice Chair Benetti (Second Commissioner Brainard) moved to approve amended Airport Heights Park and Recreation Area Rules, subject to final legal review, and authorize the Executive Director to implement and post the rules.

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

PUBLIC COMMENT:

Mr. Meynink expressed his support for incentive program for hangar development. He also asked for confirmation that the new park rules would continue to allow non-motorized bicycles on the park trails.

COMMISSIONER COMMENTS

Vice Chair Benetti asked for an update on grant funding efforts for the Airport Heights Park. PIO Kilmer shared information on the phasing of the project.

Chair Bell noted that, as a pilot, he appreciated the RSA expansion work that was recently completed. Additionally, he offered praise for the airport staff who assisted with a medical emergency that happened one of the aircraft arriving.

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

The Coos County Airport District held an executive session 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)(h).

Regular Board Meeting resumed at 8:31 a.m.

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

COOS COUNTY AIRPORT DISTRICT

DATE: October 21, 2026

SUBJECT: Acceptance of September 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 25.00% of the fiscal year elapsed, and general fund property tax collections at 2.69% 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 \$217,902.30 (accounts payable) and \$114,403.83 (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:

- Finance Report
- Balance Sheet
- Fund Summary
- Check Register

Coos County Airport District

Agenda Staff Report

TO: Joe Benetti, Chair; District Commissioners

FROM: Crystal Pierce, Finance Manager

THROUGH: Rodger Craddock, Executive Director

ISSUE: October 2026 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$2,617,392 of which \$29,960 is unrestricted and available cash across all accounts. The Balance Sheet shows beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what remained as fund balance for each major fund. The Fund Summary shows revenues and expenditures for current period, fiscal year-to-date, and adopted budget amounts for each major fund.

Columbia Checking	Sweep/AP Checking	Checks current/prior month expenses	134,295
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	118,071
Payroll Checking	Sweep	Checks current/prior month expenses	112,028
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	68,788
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,211
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	385,968
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	1,537,811
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	256,221
Total Cash on Hand			\$ 2,617,392
Less LGIP Reserve	Reserve	Restricted Fund Use	(719,761)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(375,000)
Less Construction Fund	Construction Fund	Future Projects	(48,519)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	(818,050)
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	(56,309)
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(104,345)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(42,149)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(403,300)
Total Unrestricted Funds			\$ 29,960

Fund	Beginning Fund Balance 07/01/26	(Used) Earned	Ending Fund Balance 09/30/26
General Fund	\$ 894,316	(214,270)	453,856
Construction Fund	\$ 58,789	926,397	(230,946)
PFC Fund	\$ 3,053	19,451	78,946
Unemployment Fund	\$ 62,149	(3,156)	56,889
BLM Fund	\$ 276,173	27,566	350,409
DHS Fund	\$ 651,917	121,501	978,413
BEC Fund	\$ 26,621	5,491	52,421
Building Reserve Fund	\$ 1,099,358	3,488	1,109,315

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2026

Combined Funds

ASSETS

Current Assets		
Checking/Saving	2,617,653	
Accounts Receivable	435,659	
Other Current Assets		
Total Current Assets	3,053,312	
Fixed Assets	16,520	
Total Assets		<u>\$ 3,069,832</u>

LIABILITIES & EQUITY

Current Liabilities		
Accounts Payable	84	
Other Current Liabilities	30,444	
Total Current Liabilities	30,528	
Equity	3,039,304	
Total Liability & Equity		<u>\$ 3,069,832</u>

General Fund

ASSETS

Current Assets		
Checking/Saving	154,918	
Petty Cash	261	
Accounts Receivable	434,664	
Total Current Assets	589,844	
Fixed Assets	16,520	
Total Assets		<u>\$ 606,364</u>

LIABILITIES & EQUITY

Current Liabilities		
Accounts Payable	84	
Other Current Liabilities	29,571	
Total Current Liabilities	29,655	
Equity	576,709	
Total Liability & Equity		<u>\$ 606,364</u>

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2026

Construction Fund

ASSETS

Current Assets

Checking/Saving	(216,449)
-----------------	-----------

Other Current Assets	
----------------------	--

Total Current Assets	(216,449)
----------------------	-----------

Fixed Assets	
--------------	--

Total Assets	\$ (216,449)
--------------	--------------

LIABILITIES & EQUITY

Equity	(216,449)
--------	-----------

Total Liability & Equity	\$ (216,449)
--------------------------	--------------

Passenger Facility Charges (PFC) Fund
--

ASSETS

Current Assets

Checking/Saving	78,920
-----------------	--------

Total Current Assets	78,920
----------------------	--------

Total Assets	\$ 78,920
--------------	-----------

LIABILITIES & EQUITY

Equity	78,920
--------	--------

Total Liability & Equity	\$ 78,920
--------------------------	-----------

Unemployment Fund

ASSETS

Current Assets

Checking/Saving	62,149
-----------------	--------

Total Current Assets	62,149
----------------------	--------

Total Assets	\$ 62,149
--------------	-----------

LIABILITIES & EQUITY

Equity	62,149
--------	--------

Total Liability & Equity	\$ 62,149
--------------------------	-----------

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2026

BLM Fund

ASSETS

Current Assets		
Checking/Saving	375,934	
Total Current Assets	375,934	
Total Assets		<u>\$ 375,934</u>

LIABILITIES & EQUITY

Accounts Payable	-	
Equity	375,934	
Total Liability & Equity		<u>\$ 375,934</u>

DHS Multi Services Campus Fund

ASSETS

Current Assets		
Checking/Saving	994,732	
Accounts Receivable	-	
Total Current Assets	994,732	
Total Assets		<u>\$ 994,732</u>

LIABILITIES & EQUITY

Equity	994,732	
Total Liability & Equity		<u>\$ 994,732</u>

BEC Fund - Business Enterprise Center

ASSETS

Current Assets		
Checking/Saving	57,873	
Accounts Receivable	994	
Total Current Assets	58,868	
Total Assets		<u>\$ 58,868</u>

LIABILITIES & EQUITY

Current Liabilities		
Accounts Payable	-	
Other Current Liabilities	900	
Total Current Liabilities	900	
Equity	57,968	
Total Liability & Equity		<u>\$ 58,868</u>

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - September 30, 2026

Building Reserve Fund

ASSETS

Current Assets

Checking/Saving

1,109,315

Total Current Assets

1,109,315

Total Assets

\$ 1,109,315

LIABILITIES & EQUITY

Equity

1,109,315

Total Liability & Equity

\$ 1,109,315

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 2026

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 463,181	\$ 569,437	\$ 894,316	
Revenues				
Taxes	1,600,150	10,382	43,025	2.69%
Other	1,887,047	157,523	462,253	24.50%
Grants and subsidy	380,000		-	0.00%
Transfers in	1,300,000		-	0.00%
Transactions paid from incorrect fund		-		
Total Revenue	5,167,197	167,905	505,278	
Expenses				
Personnel Services	2,277,000	164,384	554,413	24.35%
Materials and Services	2,207,105	70,353	301,262	13.65%
Capital Outlay	534,398	1,323	43,373	8.12%
Debt Service	282,470	15,557	46,690	16.53%
Transfers out	196,690		-	0.00%
Reconciliation Discrepancies		31,869	-	
Contingency/Rounding			-	
Total Expenses	5,497,663	283,486	945,738	
Ending Fund/Cash Balance	\$ 132,715	\$ 453,856	\$ 453,856	

Construction Fund				
Beginning Fund/Cash Balance	\$ 6,396	\$ (225,857)	\$ 58,789	
Federal Grant Proceeds - FAA	3,694,252	-	968,103	26.21%
State Grants-AIP Projects	70,174	16,632	16,632	23.70%
Transfers In from General Fund	213,299	-	-	0.00%
Reimbursements	-	-	-	
Transactions paid from incorrect fund	-	-	-	
Total Receipts	3,977,725	16,632	984,735	
Capital Outlay - Runway 22 RSA Improvements	-	-	232,293	
Capital Outlay - ARFF/Maint Facility	-	-	-	
Capital Outlay - Cargo Facility	-	-	6,817	
Capital Outlay - Glideslope Relocation	985,000	-	939,186	95.35%
Capital Outlay - Terminal Apron Expansion	1,500,000	-	5,552	0.37%
Capital Outlay -Master Plan	631,270	21,721	90,622	14.36%
Capital Outlay - Runway/Taxiway Pavement Resealing	800,000	-	-	0.00%
Project Management/Consulting Services	40,000	-	-	0.00%
Transfer Out	-	-	-	
Total Disbursements	3,956,270	21,721	1,274,470	32.21%
Ending Fund/Cash Balance	\$ 27,851	\$ (230,946)	\$ (230,946)	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 2026

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 3,671	\$ 68,787	\$ 3,053	
Investment Earnings	-	-	-	
Passenger Facility Charges	100,000	10,159	75,893	75.89%
Total Receipts	100,000	10,159	75,893	
Transfer out to General Fund	100,000		-	0.00%
Total Disbursements	100,000	-	-	
Ending Fund/Cash Balance	\$ 3,671	\$ 78,946	\$ 78,946	

Unemployment Fund				
Beginning Fund/Cash Balance	\$ 55,310	\$ 60,045	\$ 60,045	
Transfer from General Fund				
Total Receipts	-	-	-	
Unemployment Claims	20,000	3,156	3,156	15.78%
Total Disbursements	20,000	3,156	3,156	
Ending Fund/Cash Balance	\$ 35,310	\$ 56,889	\$ 56,889	

BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 169,981	\$ 319,339	\$ 276,173	
Lease Revenue	904,240	77,236	231,063	25.55%
Investment Earnings	5,000	100	302	
Reimbursement			-	
Miscellaneous	-		-	
Transactions paid from incorrect fund			-	
Total Receipts	909,240	77,336	231,365	
Materials and Services				
All but below	162,510	4,317	29,129	17.92%
HVAC and other major repairs	105,000	16	3,025	2.88%
Capital Outlay				
Exterior Paint/Gutters	25,000	3,176	8,704	
Landscaping	10,000		-	
Debt Service	465,150	38,757	116,271	25.00%
Transfer Out	300,000		-	0.00%
Contingency				
Total Disbursements	1,067,660	46,266	157,129	
Ending Fund/Cash Balance	\$ 11,561	\$ 350,409	\$ 350,409	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 2026

	Total Revised Budget	Actual		
		September	Fiscal Year to Date	% of Budget
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 592,521	\$ 870,321	\$ 651,917	
Lease revenue	1,588,538	132,252	396,756	24.98%
Investment Earnings	20,000	1,873	4,941	24.71%
Reimbursements & Cost Shares		556	556	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	1,608,538	134,681	402,253	
Materials and Services	196,620	5,154	31,152	15.84%
Capital Outlay	60,000	9,850	9,850	16.42%
Debt Service				
OR Pacific Loan	139,100	11,585	34,755	24.99%
IFA Loan	818,050		-	0.00%
Transfer to General Fund	40,000		-	0.00%
Transfer to Building Reserve Fund	10,000		-	0.00%
Total Disbursements	1,263,770	26,589	75,757	5.99%
Ending Fund/Cash Balance	\$ 937,289	\$ 978,413	\$ 978,413	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 28,344	\$ 40,742	\$ 26,621	
BEC Rent Receipts	110,750	13,404	33,878	30.59%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits		618	618	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	110,750	14,022	34,496	
Materials and Services	47,254	2,343	8,696	18.40%
Return of Security Deposits			-	
Pass through expenses			-	
Transfer to General Fund	50,000		-	0.00%
Transfer to Building Fund	25,000		-	0.00%
Total Disbursements	122,254	2,343	8,696	
Ending Fund/Cash Balance	\$ 16,840	\$ 52,421	\$ 52,421	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - September 2026

	Total Revised Budget	Actual		% of Budget
		September	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 1,100,487	\$ 1,106,238	\$ 1,099,358	
Investment Earnings	40,000	3,077	9,957	24.89%
Transfer from BEC	25,000		-	0.00%
Transfer from BLM	50,000		-	0.00%
Transfer from DHS - APD	100,000		-	0.00%
Transfer from Construction		-	-	
Total Receipts	215,000	3,077	9,957	4.63%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,315,487	\$ 1,109,315	\$ 1,109,315	

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/02/26	21822	Coos County Clerk	Gen	5.00
09/02/26	21823	Oregon Pacific Bank	DHS	11,585.21
09/02/26	21824	Douglas Fast net	Gen	649.24
09/02/26	21825	Industrial Source	Gen	638.02
09/02/26	21826	Lawrence Van Hoof	Gen	1,760.00
09/02/26	21827	Melissa Cribbins Attorney at Law	Gen	4,550.00
09/02/26	21828	SDIS	Gen	25,618.00
09/02/26	21829	Standard Insurance	Gen	614.49
09/02/26	21830	Streamline	Gen	1,038.00
Total 09/02/26:				<u>46,457.96</u>
09/08/26	21832	RHR Heating	Gen	5,287.50
Total 09/08/26:				<u>5,287.50</u>
09/14/26	21833	CBNB Water Board	BEC	217.73
09/14/26	21834	CBNB Water Board	BLM	619.11
09/14/26	21835	Bi-Mart	Gen	446.01
09/14/26	21836	Cardmember Service	Gen	6,832.53
09/14/26	21837	CBNB Water Board	Gen	1,556.06
09/14/26	21838	Douglas Fast Net	Gen	774.89
09/14/26	21839	SAIF	Gen	2,895.96
09/14/26	21840	Stephanie Stroud CPA	Gen	300.00
09/14/26	21841	Umpqua Valley Financial	Gen	4,000.00
Total 09/14/26:				<u>17,642.29</u>
09/17/26	21842	Ardurra	Const	21,399.50
09/17/26	21843	Ourterlimits Construction	DHS	9,850.00
09/17/26	21844	Accelerate Strategies	Gen	2,272.50
09/17/26	21845	Bi-Mart	Gen	35.97
09/17/26	21846	CnB Security	Gen	600.00
09/17/26	21847	Cardinal Employment Service	Gen	3,141.32
09/17/26	21848	Comp-U-Talk	Gen	2,782.50
09/17/26	21849	Hughey Philips	Gen	2,324.70
09/17/26	21850	KEZI	Gen	2,300.00
09/17/26	21851	KVAL	Gen	2,815.00
09/17/26	21852	Les Schwab	Gen	1,034.87
09/17/26	21853	Lighthouse Radio	Gen	300.00
09/17/26	21854	Roto Rooter	Gen	86.00
09/17/26	21855	South Coast Office Supply	Gen	112.63
09/17/26	21856	SDAO	Gen	790.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/17/26	21857	The Legend	Gen	500.00
09/17/26	21858	Mark Lane	Gen	201.00
09/17/26	21859	Amos Vorster	Gen	201.00
Total 09/17/26:				<u>50,746.99</u>
09/23/26	21862	Ace Hardware	Gen	150.85
09/23/26	21863	Bay Area Chamber of Commerce	Gen	3,000.00
09/23/26	21864	Cardinal Employment Service	Gen	1,595.86
09/23/26	21865	Comfort Flow Heating	Gen	406.74
09/23/26	21866	Coos Head	Gen	100.22
09/23/26	21867	Farr's True Value	Gen	27.27
09/23/26	21868	Golders Napa	Gen	18.91
09/23/26	21869	Mack's Saw Shop	Gen	4.00
09/23/26	21870	Oregon Pacific Company	Gen	173.00
09/23/26	21871	Pedestal Pro LLC	Gen	1,323.04
09/23/26	21872	RHR Heating	Gen	5,287.50
09/23/26	21873	Stephanie Kilmer	Const	86.68
09/23/26	21874	Coastal Paper	BEC	24.16
09/23/26	21875	Platt	BEC	814.75
09/23/26	21876	Comfort Flow Heating	DHS	4,853.39
09/23/26	21877	Tri-County Plumbing	DHS	270.49
09/23/26	21878	Coos Head	BLM	2,109.56
09/23/26	21879	Peterson Machinery	BLM	950.36
09/23/26	21880	Waste Connection	BLM	86.50
Total 09/23/26:				<u>21,283.28</u>
09/29/26	21881	Russell Corona	Gen	136.00
09/29/26	21882	William Perez	Gen	136.00
Total 09/29/26:				<u>272.00</u>
Grand Total:				<u>141,690.02</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/01/26	DB20260901	Carson Oil	Gen	428.91
Total 09/01/26:				428.91
09/02/26	DB20260902	Banner Bank	Gen	9,977.44
Total 09/02/26:				9,977.44
09/03/26	DB20260903	T-Mobile/U.S. Cellular	Gen	189.68
Total 09/03/26:				189.68
09/04/26	DB20260904	North Bend Sanitation	Gen	173.95
09/04/26	DB20260904	North Bend Sanitation	Gen	965.65
09/04/26	DB20260904	North Bend Sanitation	BEC	648.97
09/04/26	DB20260904	North Bend Sanitation	BLM	327.77
09/04/26	DB20260904	North Bend Sanitation	BLM	327.77
Total 09/04/26:				2,444.11
09/11/26	DB20260911	Carson Oil	Gen	2,033.17
Total 09/11/26:				2,033.17
09/15/26	DB20260915	Banner Bank	Gen	92.13
Total 09/15/26:				92.13
09/21/26	DB20260820	Pacific Power	Gen	11,224.38
09/21/26	DB20260820	Pacific Power	BEC	429.10
09/21/26	DB20260820	Pacific Power	BLM	2,813.93
Total 09/21/26:				14,467.41
09/22/26	DB20260821	Pacific Power	Gen	30.66
Total 09/22/26:				30.66
09/28/26	DB20260828	Banner Bank	BLM	44,337.26
Total 09/28/26:				44,337.26
Grand Total:				74,000.77

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/04/26	DB20260805	Payroll 09/04/2026	Gen	36,945.89
09/04/26	DB20260805	Internal Revenue Service	Gen	10,576.66
09/04/26	DB20260805	Oregon Department of Revenue	Gen	<u>3,085.26</u>
Total 09/04/26:				<u><u>50,607.81</u></u>
09/14/26	DB20260812	PERS	Gen	<u>14,634.12</u>
Total 09/14/26:				<u><u>14,634.12</u></u>
09/15/26	DB20260805	Payroll 09/15/2026	Gen	1,731.93
09/15/26	DB20260805	Internal Revenue Service	Gen	315.92
09/15/26	DB20260805	Oregon Department of Revenue	Gen	<u>160.96</u>
Total 09/15/26:				<u><u>2,208.81</u></u>
09/21/26	DB20260805	Payroll 09/21/2026	Gen	33,653.37
09/21/26	DB20260805	Internal Revenue Service	Gen	9,614.06
09/21/26	DB20260805	Oregon Department of Revenue	Gen	<u>2,755.38</u>
Total 09/21/26:				<u><u>46,022.81</u></u>
09/22/26	DB20260820	Payroll 09/22/2026	Gen	797.10
09/22/26	DB20260820	Internal Revenue Service	Gen	133.10
09/22/26	DB20260820	Oregon Department of Revenue	Gen	<u>0.08</u>
Total 09/22/26:				<u><u>930.28</u></u>
Grand Total:				<u><u>114,403.83</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
09/02/26	DB20260902	Authnet Gateway Billing	Gen	15.50
09/02/26	DB20260902	Bankcard Merchant	Gen	<u>2,196.01</u>
Total 09/02/26:				<u><u>2,211.51</u></u>
Grand Total:				<u><u>2,211.51</u></u>

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

October 15, 2026

Overview



October's communications and marketing efforts focused on maintaining visibility for commercial air service, promoting holiday travel, generating positive media coverage of District developments, and expanding terminal advertising partnerships.

Continued engagement through digital advertising, strong media interest in the naming of Rodger Craddock as Executive Director by OAMA, ROTAK lease, and the addition of new terminal advertisers reflect positive momentum. A Judith Ann Mogan Foundation grant also represents a significant step toward advancing the park project and developing the information to guide future construction and fundraising efforts.

Marketing & Advertising

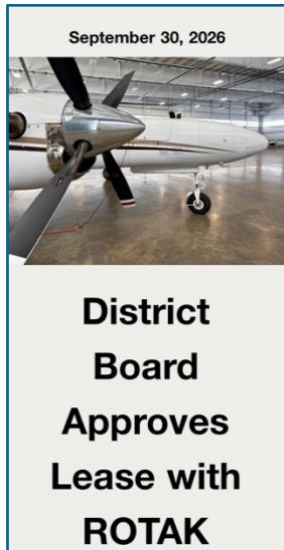
Traditional media advertising is transitioning from the summer travel season and Denver service to a renewed focus on San Francisco (SFO) flights and holiday travel. Messaging will encourage South Coast residents to consider flying from OTH when making holiday travel plans, emphasizing the convenience of free parking, shorter lines, and the ease of traveling closer to home.



Digital advertising continues to produce positive results, including click-through activity and engagement with our campaigns. While the total number of impressions declined slightly compared to the previous month, viewers are continuing to respond to our advertising. Our Over-the-Top (OTT) advertising, which delivers commercials through internet-connected televisions and streaming services, continues to be an important part of our marketing strategy. Impressions represent the number of times an advertisement is displayed, while click-throughs indicate viewers are taking an additional step to engage with the advertising.

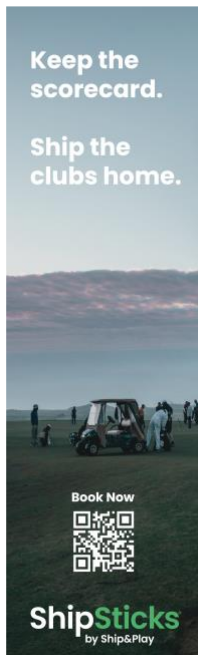
Website & Digital Communications

Progress continues on updating and improving the FlyOTH.com website. While changes are being implemented gradually, the ongoing work is helping keep information current, improve navigation, and better showcase airport services, commercial flights, and airport developments.



The latest airport newsletter provided a comprehensive update on District activities, with the lease agreement involving ROTAK Helicopter Services featured as the headline story. The announcement generated significant media interest, including multiple interviews with traditional news organizations. The accompanying press release also received substantial coverage, helping communicate the significance of the agreement, the expanded use of the corporate hangar, and the economic benefits of bringing additional aviation activity to the airport.

I also did a segment on the radio show, *Hooked on Oregon*, providing a brief overview of airport leasing activities, recent developments, and commercial air service. These interviews continue to provide opportunities to keep the public informed about the district's work and the airport's role in the regional economy.



Terminal Advertisers

The terminal advertising program continues to grow, with two new advertisers successfully added:

- **ShipSticks**, a golf club shipping service that complements the South Coast's golf tourism market.
- **Curry County Economic Development**, expanding the regional organizations represented in our terminal advertising program.

Work is also underway to transition existing advertisers to the new banner stand displays. This will create a more consistent and professional appearance throughout the terminal while improving the visibility of participating businesses and organizations.

The continued growth of this program provides additional non-aeronautical revenue opportunities while strengthening partnerships with regional businesses.

Park Development & Steering Committee

The Park Steering Committee met recently; however, there were not enough members present to establish a quorum. As a result, no formal committee action was taken. Rotary

representative and committee chair Samantha Oswald provided an update on the project's progress.

The Coos Bay–North Bend Rotary Club has successfully secured approximately \$67,000 in grant funding from the Judith Ann Mogan Foundation to support the park's next phase of development.

The grant represents an important step toward moving the project from conceptual planning into preliminary design and cost estimating.



Based on discussions with SHN, the engineering and design consultant, the proposed approach is to prioritize completion of a topographic survey and then use the remaining funds to advance preliminary design work.

SHN has indicated that the available funding could support approximately a 10% design level for the overall park. This would allow the project team to begin translating the master plan into a more detailed site layout using accurate survey information.

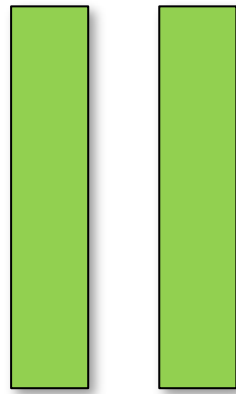


This approach would allow the project to make meaningful progress with the available grant funding rather than concentrating resources on fully designing only a small portion of the park.

The resulting preliminary design and cost information will also help Rotary, the City, and other project partners identify priorities, evaluate potential construction phases, and pursue additional grants and financial support.

While the project has experienced a relatively quiet period, this funding provides an opportunity to advance the planning effort and establish a clearer picture of the costs and next steps necessary to bring the park to completion.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

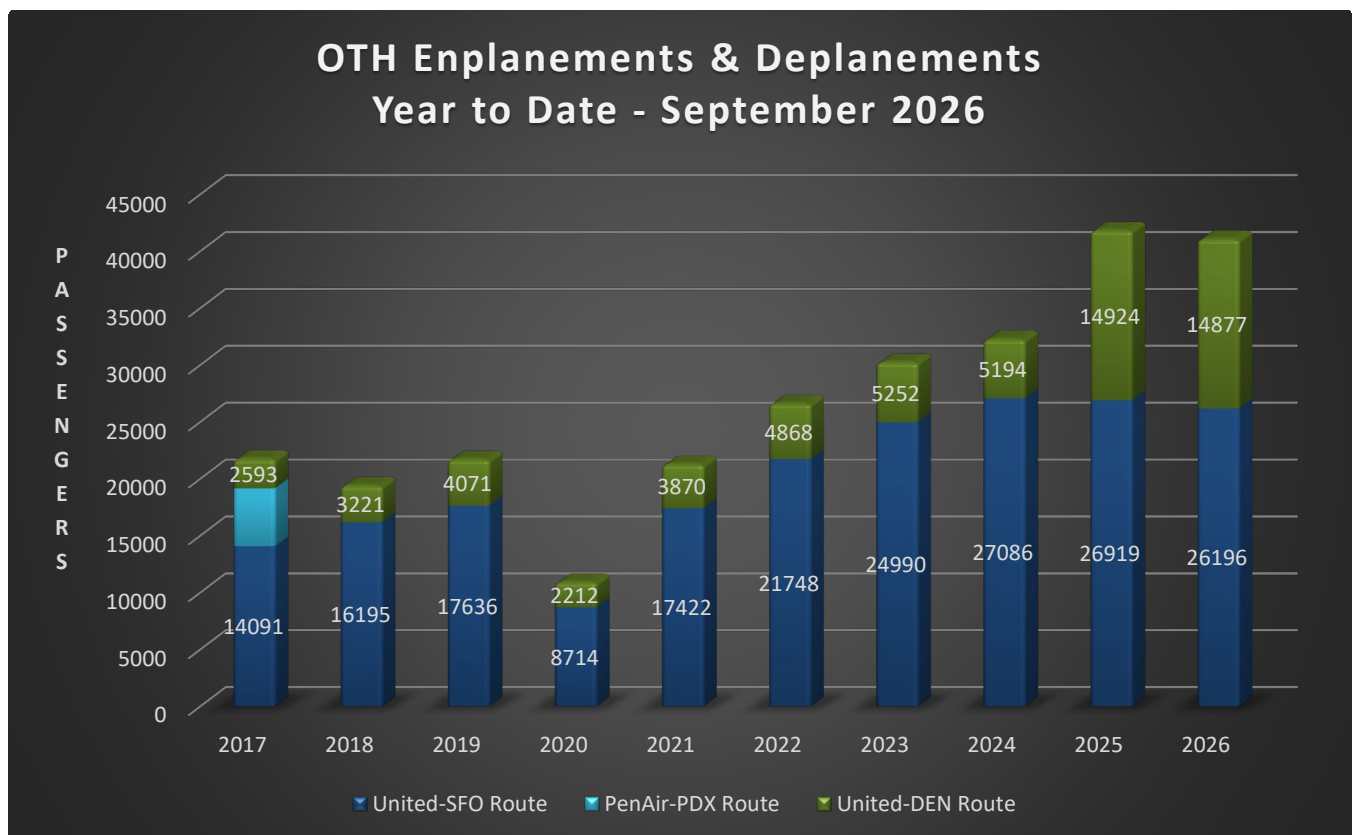
Wednesday, October 21, 2026

Passenger Activity and Seasonal Service Update

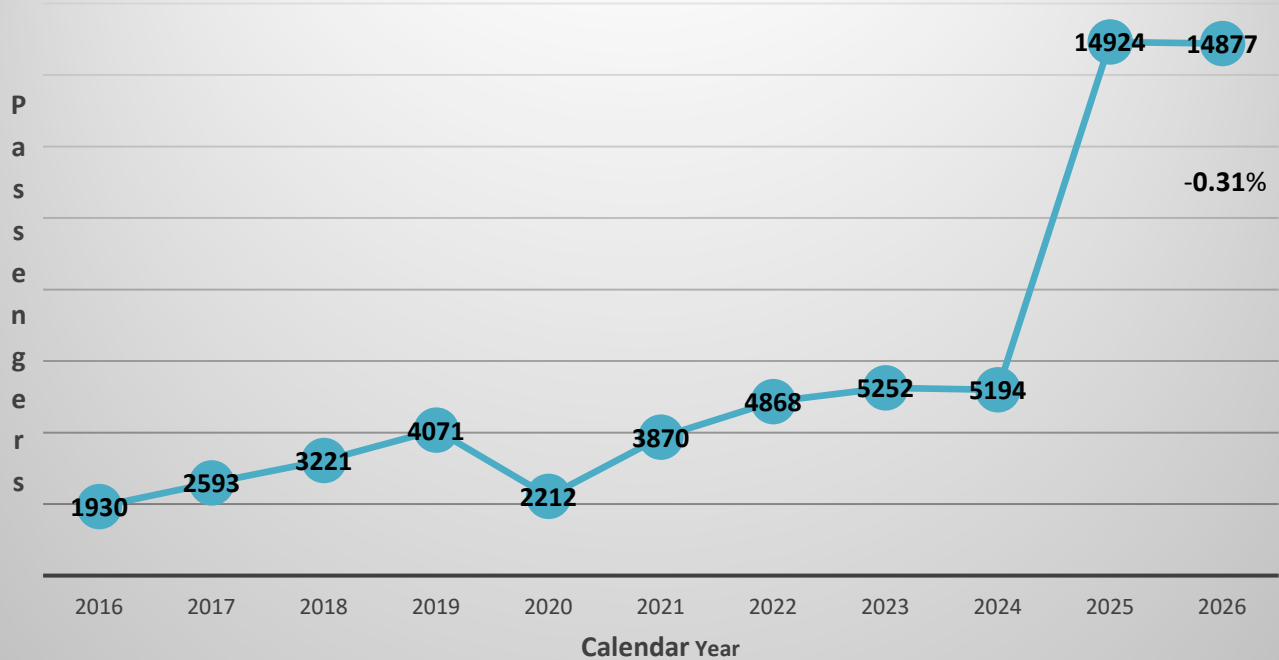
Through September 2026, OTH's SFO and Denver routes recorded a combined 41,073 enplanements and deplanements, down 1.8% from the same period last year. Denver activity was nearly flat, while SFO activity was down approximately 2.7%.

National airline traffic has also softened in the latest reported data, which is available through July. OTH's results appear broadly consistent with that trend, although the reporting periods and measures are not directly comparable.

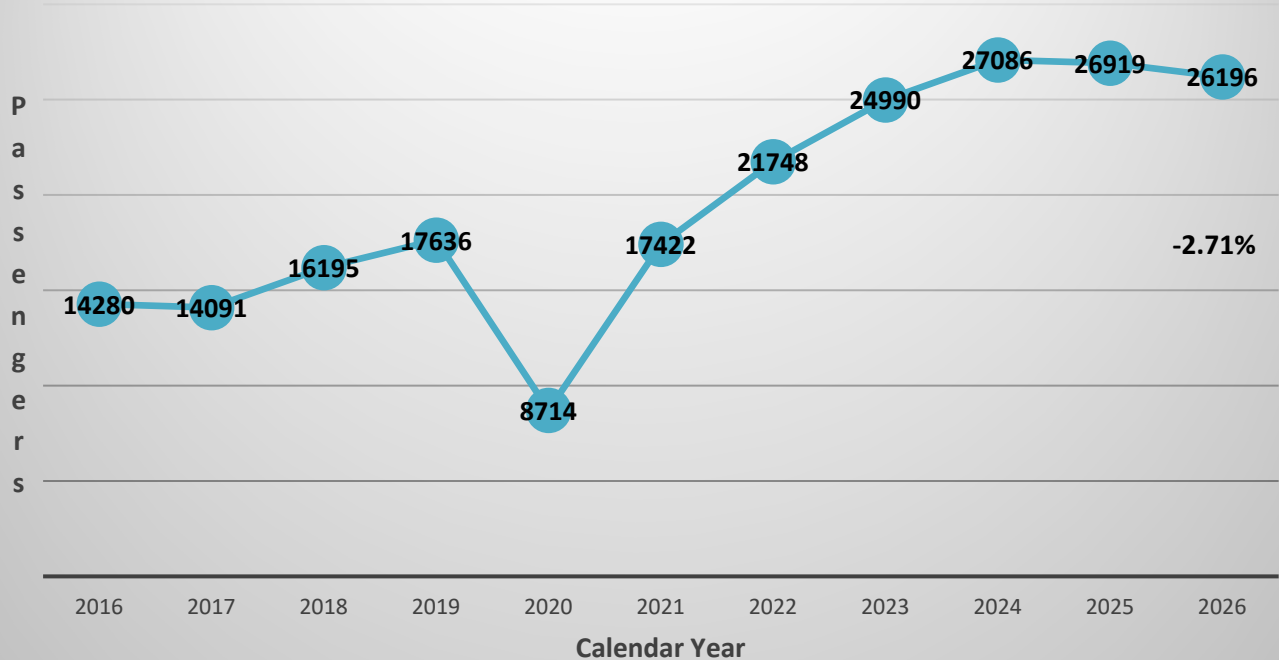
As we move into the fall shoulder season, peak-season flights to and from Denver are scheduled to end October 25. Daily Denver service is expected to return next spring. In winter, SFO service has traditionally been reduced from daily to four days per week beginning in December. This year, service is expected to operate five days per week.



Denver / OTH Passenger Movements Year to Date - September 2026



SFO / OTH Passenger Movements Year to Date - September 2026



Commercial Apron Expansion Project



Built in 2006 for two smaller aircraft, the commercial apron can safely accommodate only one Embraer E175 at a time. When flights overlap, the second aircraft may have to wait up to an hour. The proposed \$1.5 million expansion would allow two commercial aircraft to operate simultaneously while maintaining required safety clearances, helping reduce delays and improve schedule reliability and operational flexibility.



Since the September Board meeting, Ardurra, the engineer of record, has worked with the FAA on the required environmental evaluation and engaged a firm to conduct the archaeological evaluation. The environmental evaluation is due by December 15, 2026. Ardurra has also met with the FAA project manager and completed the pre-design conference. The pre-design has been submitted to SkyWest for review and feedback on aircraft maneuvering, clearances, servicing needs, and other operational considerations.

Next steps: A grant application for the project design is scheduled for submission in March 2027. Final design and bidding are expected to be completed by April 2027, with grant awards anticipated by the end of June 2027. After funding is awarded, the Board will be asked to consider awarding the construction contract. Construction is expected to begin following that approval.

Planned Pavement Maintenance

Airport pavement management and regular upkeep are essential to safe, reliable operations. Runways, taxiways, and aprons endure heavy loads, weather, and repeated aircraft use. Without timely inspections and repairs, pavement defects can create safety risks, disrupt operations, and lead to more costly rehabilitation.



The airport's five-year capital improvement plan takes a proactive approach, including runway and taxiway resealing in 2027 and reconstruction of Taxiway A in 2030/31. These investments are intended to maintain safe operating surfaces, extend pavement life, manage costs, and keep the airport dependable for passengers, airlines, and the community.

Facility Maintenance Projects

The District maintains a wide range of facilities, and maintenance staff work year-round to keep these buildings safe, functional, and in good condition. This year's capital projects include replacing the siding and painting the back of the BLM facility, replacing an overhead door and first-floor windows at the OSP building, and replacing the metal roof cap at the BEC building, among other work.



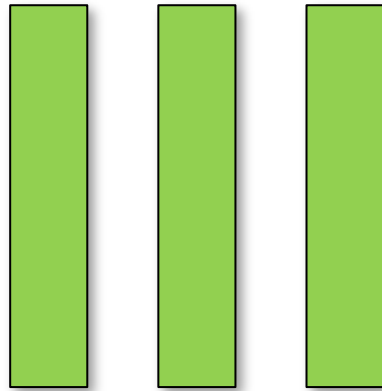
At the BLM facility, the siding on the back of the building has been replaced, and the base coat of paint has been applied. Staff are now painting the building's extensive trim. Although the front of the building does not require new siding, staff will repaint it so the finish matches the newly painted back.

At the OSP building, the overhead door has been replaced. Replacement of the first-floor windows began this week.



Later this winter, maintenance personnel will repaint interior walls at the Department of Human Services ADP building.

SECTION



PRESENTATIONS

SECTION

IV

ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 21, 2026

SUBJECT: Establishing a Rental Rate for Office Space at the Business Enterprise Center and Adopting an Updated Rate and Fee Schedule

BACKGROUND:

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

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

The Coos County Airport District (CCAD) periodically reviews its rates and fees to support the cost of operating and maintaining District facilities. The District's current Rates and Fees schedule includes rental rates for warehouse space at the Business Enterprise Center (BEC), but does not establish a separate rate for BEC office space.

The BEC has nine office spaces. One office is leased month to month to CNB Security. Two offices are leased to the Coos Health and Wellness, and six offices are leased to Coos County Community Corrections.

CNB Security was recently purchased by One Security. One Security would like to enter into a lease to remain in the building. Separately, the Coos Health and Wellness has advised that it may need to terminate its lease in the near future, which could make two office spaces available.

Given the prospective lease with One Security and the possibility that two additional offices may become available, staff considers this an appropriate time to review and establish a rental rate for BEC office space. A rate would provide a consistent basis for negotiating upcoming leases and managing future office-space availability.

Staff recommends adding a BEC office-space rental rate of \$1.75 per square foot per month to the District's Rates and Fees schedule, effective October 1, 2026. For context, current commercial office space listings in the Coos Bay / North Bend area show varied rental rates, with comparable available spaces averaging around \$1.33 to \$2 per square foot monthly.

PROPOSED CHANGE:

Adopt a rental rate for office space at the BEC: \$1.75 per square foot per month effective October 1, 2026 and adopt the updated Rate and Fee Schedule.

FISCAL IMPACT:

Rental income from BEC office space would help offset the costs of operating and maintaining District facilities. Actual revenue will depend on the number of offices leased and the terms and duration of each lease.

LEGAL CONSIDERATION:

Legal counsel has reviewed this report and the proposed Rates and Fees adjustments to ensure compliance with applicable laws, regulations, and FAA policies.

RECOMMENDATION:

Approve adding the proposed BEC office-space rental rate to the District's Rates and Fees schedule and adopt the updated Rate and Fee Schedule.

MOTION:

Motion to approve a rental rate of \$1.75 per square foot per month for office space at the Business Enterprise Center, effective October 1, 2026, and adopt the updated District's Rates and Fees schedule.

Coos County Airport District Rates and Fees

Updated October 21, 2026

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

Fee/Rate Type	Description	Fee/Rate	Effective Date
Ground Transportation			
Vehicle-for-Hire, Airport Door-to-Door Shuttle, Limited Passenger Transportation (shuttle), and Executive Town Car/Limousine	Company Permit Fee, plus per vehicle fee	\$300.00/year	
	Vehicle Permit Fee: Vehicles with the Capacity to Transport 1-5 Passengers with Luggage.	\$25.00/vehicle/year	7/1/2025
	Vehicles with the Capacity to Transport 6 or more Passengers with Luggage.	\$75.00/vehicle/year	
Transportation Network Company	Company Permit Fee plus per trip fee	\$500.00/year	7/1/2025
	Vehicle Drop-Off / Pick-up Per Trip.	\$1.00	7/1/2025
Lease Rates			
T-Hangars	Standard T-Hangar	\$274.00 (\$0.27 Ft ²)	7/1/2026
	Mid-Size T-Hangar	\$342.00 (\$0.26 Ft ²)	7/1/2026
	Large T-Hangar	\$465.00 (\$0.25Ft ²)	7/1/2026
Monthly Apron Tie-Down for Based Aircraft	Rate I&II	\$100	7/1/2026
	Rate III&IV	\$125	7/1/2026
	Rate V-VII	\$165	7/1/2026
Commercial Hangar Fees for Based Aircraft	Rate I&II	\$250	10/23/25
	Rate III	\$350	10/23/25
	Rate IV	\$450	10/23/25
	Rate V-VII	\$550	10/23/25
Business Enterprise Center	Standard Bays	\$618.00 (\$0.47Ft ²)	7/1/2026
	Mid-Size Bay	\$1,191.00 (\$0.37Ft ²)	7/1/2026
	Large Bay	\$1,488.00 (\$0.32Ft ²)	7/1/2026
	Offices	\$1.75 Ft ² or Determined by lease	10/21/2026
Month-to-Month Leases	Buildings	Increase 3%	7/1/2026
Long Term Leases	Buildings	Determined by lease	N/A
Existing Long Term Land Leases	Land	Determined by lease	N/A
New Off-Airport Land Lease	Land	\$0.05 Ft ²	2/1/2025
New On-Airport Land Lease	Land	\$0.10 Ft ²	2/1/2025

Fee/Rate Type	Description	Fee/Rate	Effective Date
In-Terminal Advertising Rates			
Banner Stand	8'x3'	\$175/mo.	3/28/2024
Card Rack		\$25/mo.	3/28/2024
LCD Video Screen (Exclusive)		\$300/mo.	3/28/2024
LCD Video Screen (Rotating)	10-15 seconds	\$175/mo.	3/28/2024
LCD Video Screen (Sponsored Content)		\$200/mo.	3/28/2024
Wall Banner		\$50-\$100/mo.	3/28/2024
Window Display		\$100/mo.	3/28/2024

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 21, 2026

SUBJECT: Ratification of Coos Aviation Lease Amendment 4

BACKGROUND:

South Coast Aviation, Inc., doing business as Coos Aviation, serves as the Fixed-Base Operator at Southwest Oregon Regional Airport. Coos Aviation operates under a lease with the Coos County Airport District dated May 1, 2015, for property located at 2348 Colorado Avenue, including space within the Airport's fuel farm.

The District has revised the fuel farm space allocation. Lease Amendment 4 updates Section 3(C) of the existing lease to reflect Coos Aviation's revised fuel-farm area and the corresponding rental rate. The amendment is effective November 1, 2026.

LEASE AMENDMENT OVERVIEW:

Lease Amendment 4 modifies only the fuel-farm land-lease provisions and replaces the prior Exhibit B with an amended exhibit depicting the revised leased area. All other terms and conditions of the May 1, 2015 lease remain in effect.

KEY TERMS OF THE AMENDMENT:

The principal changes made by Lease Amendment 4 include the following:

Effective date: November 1, 2026.

Fuel-farm area: Approximately 7,920 square feet.

Rental rate: \$0.30 per square foot per year.

Monthly rent: \$198.00 per month, or \$2,376.00 annually.

Annual adjustment: Rent continues to be adjusted each May based on the Consumer Price Index for All Urban Consumers for the West Region, with a minimum annual increase of one percent and a maximum annual increase of three percent.

Exhibit B: The prior fuel-farm exhibit is replaced with an amended Exhibit B showing the revised area.

Remaining lease terms: All other terms and conditions of the May 1, 2015 lease remain unchanged and in full force and effect.

FISCAL IMPACT:

Effective November 1, 2026, the District will receive \$198.00 per month, or \$2,376.00 annually, for Coos Aviation's fuel-farm area. Compared with the \$256.81 monthly amount currently charged, this represents a \$58.81 per month, or \$705.72 annually, reduction. Future annual CPI adjustments will continue to apply as provided in the amended lease provision.

LEGAL CONSIDERATION:

District legal counsel prepared Lease Amendment 4. The amendment preserves all other terms and conditions of the existing lease and documents the revised fuel-farm premises and rental obligations.

RECOMMENDATION:

Staff recommends that the Board ratify Lease Amendment 4 with South Coast Aviation, Inc., doing business as Coos Aviation, as presented.

MOTION:

Move that the Board ratify Lease Amendment 4 between the Coos County Airport District and South Coast Aviation, Inc., doing business as Coos Aviation, effective November 1, 2026, as presented.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 21, 2026

SUBJECT: Stormwater Pollution Control Plan Update

BACKGROUND:

The District's Stormwater Pollution Control Plan (SWPCP) is nearing ten years old and needs to be updated to reflect current airport operations, drainage conditions, pollution prevention practices, and Oregon Department of Environmental Quality (DEQ) requirements. Staff contacted Ardurra, the District's professional services engineering firm of record, to assist staff and work with DEQ representatives to prepare an updated plan.

Ardurra proposes to review the existing plan, monitoring records, inspection reports, and other compliance documentation; coordinate with staff and DEQ; and prepare draft and final plans. The update will address current operations, responsible personnel, best management practices, and inspection and monitoring requirements. Ardurra will also prepare up to six site maps or figures depicting drainage, outfalls, receiving waters, monitoring locations, and pollution control measures. Draft and final plans will be submitted to the District and DEQ.

FISCAL IMPACT:

Ardurra proposes a lump sum fee of \$15,000. The scope relies on existing records and mapping in place of an on-site assessment and excludes sampling, laboratory analysis, permit application preparation, survey work, engineering design, and separate environmental compliance plans. Additional investigations or design would require a supplemental scope and fee.

LEGAL CONSIDERATION:

DEQ's 1200-Z Industrial Stormwater Discharge Permit requires covered facilities to maintain and implement a current SWPCP. The renewed permit took effect July 1, 2026. Existing permit holders seeking uninterrupted coverage must submit an updated plan by November 30, 2026, unless DEQ approves a later date. Staff will coordinate the schedule with Ardurra and DEQ to address this deadline.

RECOMMENDATION:

Approve Ardurra's attached scope of services for a lump sum fee of \$15,000 and authorize the Executive Director to execute the necessary agreement or task order to update the District's SWPCP.

MOTION:

I move to authorize the Executive Director to execute the necessary documents to implement the attached Scope of Work with Ardurra for updating the Coos County Airport District's Stormwater Pollution Control Plan for a lump sum fee of \$15,000.



SCOPE OF SERVICES

Environmental Services to OTH's SWPCP

Prepared For: Southwest Oregon Regional Airport (OTH)

Ardurra (Consultant) is pleased to present this scope of services to update the Stormwater Pollution Control Plan (SWPCP) for the Southwest Oregon Regional Airport (Project Area/OTH). The Consultant will work with airport staff to evaluate the existing stormwater management program, review available permit documentation, assess current operational practices, and update the SWPCP as necessary to maintain compliance with applicable Oregon Department of Environmental Quality (ODEQ) industrial stormwater permitting requirements. The updated SWPCP will incorporate current operations, drainage conditions, stormwater best management practices (BMPs), inspection and monitoring procedures, and responsible personnel, providing a comprehensive framework for ongoing stormwater compliance and management at the airport. Supporting figures will be developed to contextualize each component. Throughout this process, Ardurra will coordinate with ODEQ to ensure full compliance with all appropriate regulations.

SCOPE OF WORK (SOW)

Task 1: Update SWPCP - Stormwater Compliance Review, SWPCP Update, and Agency Coordination

Ardurra will review the existing SWPCP, monitoring records, inspection reports, and other applicable compliance documentation for OTH. Ardurra will coordinate with airport staff that are most familiar with current operations, drainage features, potential pollutant sources, stormwater infrastructure, and existing BMPs. Based on the document review and site logistics, Ardurra will update the SWPCP to reflect current site conditions, operations, personnel, BMPs, monitoring requirements, and applicable permit requirements. The SWPCP update will be prepared in accordance with the airport's applicable industrial stormwater permit requirements and per ODEQ 1200-Z Application Guide, as necessary. Ardurra will use the [2026 Industrial Stormwater Discharge Permit Stormwater Pollution Control Plan Checklist](#) and the [1200-Z Technical Assistance for Industrial Operators](#) to guide/inform this process. Throughout, Ardurra will coordinate with ODEQ, as needed, to inform the renewal of the SWPCP.

Task 2: Developing Site Maps Site Mapping and Figure Development

Ardurra will review available site plans, aerial imagery, airport layout drawings, and drainage information to update and/or develop figures required to support the SWPCP. Mapping will be prepared in accordance with the requirements of the facility's industrial stormwater permit and the guidance provided in the ODEQ 1200-Z Technical Assistance, as applicable. Figures may include facility boundaries, industrial activity areas, material storage areas, stormwater management features, drainage patterns, outfalls, receiving water, monitoring locations, and existing stormwater BMPs. These figures will be incorporated into the updated SWPCP and will represent the existing site conditions at OTH to support ongoing stormwater management and permit compliance.

Task 3: Project Management, Invoicing, and Travel Expenses

Ardurra will set up project files, manage project accounting, and track budgets. Responsibilities include coordinating with internal staff, OTH, and project management.



Deliverables

- Draft and Final SWPCP, submitted to the Sponsor and ODEQ.
- Updated SWPCP figures and site maps depicting facility boundaries, industrial activity areas, drainage patterns, stormwater infrastructure, outfalls, receiving waters, monitoring locations, and stormwater BMPs.
- Coordination with the ODEQ, as necessary, to support completion of the SWPCP update and address permit-related questions.

Assumptions

- The project is limited to updating the existing SWPCP for OTH in accordance with applicable ODEQ industrial stormwater permit requirements.
- Ardurra will develop up to six (6) AutoCAD figures/sheets for Task 2.
- Ardurra will utilize available information provided by OTH, including the current SWPCP, monitoring records, inspection reports, site plans, and other relevant compliance documentation. This information will be utilized in place of an on-site assessment.
- The SWPCP update will be prepared using existing facility information and available mapping resources. No survey-grade data collection or engineering design services are included.
- This scope does not include permit application preparation, permit transfer requests, water monitoring, sampling services, laboratory analysis, or engineering/design services.
- If substantial deficiencies in the existing stormwater program are identified that require additional site investigations, engineering analyses, drainage studies, or development of new stormwater control measures, a supplemental scope and fee may be required.
- Preparation of a Spill Prevention, Control, and Countermeasure (SPCC) Plan, SWPPP for construction activities, or other environmental compliance plans is not included in this scope of services

Ardurra proposes to provide the above services on a lump sum basis of **\$15,000.00**.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: October 21, 2026

SUBJECT: Rescheduling November and December Board Meetings

BACKGROUND:

For each of the last two years, the Board rescheduled its regular November and December meetings and held one consolidated year-end meeting in early December. This approach reduced holiday scheduling conflicts while allowing the Board to address year-end District business.

This year, the regular December meeting is scheduled for Wednesday, December 23, 2026, immediately before the Christmas holiday. The timing is likely to create scheduling conflicts for Board members, staff, and the public. Staff recommends again consolidating the November and December meetings into one regular meeting in early December. A meeting on Wednesday, December 9, 2026, would provide sufficient time for public notice and preparation while avoiding the holiday period.

FISCAL IMPACT:

None.

LEGAL CONSIDERATION:

The rescheduled meeting will be noticed in accordance with applicable Oregon public meetings requirements.

RECOMMENDATION:

Approve consolidating the November and December 2026 meetings into one regular Board meeting on Wednesday, December 9, 2026.

MOTION:

I move to consolidate the November and December 2026 regular Board meetings into one regular Board meeting scheduled for Wednesday, December 9, 2026.