

COOS COUNTY AIRPORT DISTRICT BOARD MEETING AGENDA

Thursday, May 20, 2026 – 7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER & INTRODUCTIONS

SECTION 1 - CONSENT CALENDAR:

April 23, 2026 Board Meeting Minutes	03-05
Financial Report / Check Register	06-12
Maintenance / Operations Report	13
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SECTION 2 - EXECUTIVE DIRECTOR REPORT:

19-22

SECTION 3 - PRESENTATION:

Verbal

SECTION 4 – ACTION ITEMS:

Fed Ex Cargo Facility Lease	25-26
Surplus ARFF Apparatus from Redmond Airport	27-29
IFA Loan Refunding Opportunity	30-31
RSA Project – Change Order 2	32-33

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

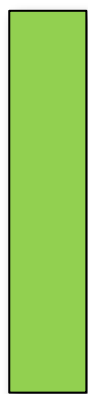
Next Regular Board Meeting June 17, 2026

EXECUTIVE SESSION

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions, to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations, 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 is being held pursuant to ORS 192.660(2)(e)(g)(h).

ADJOURN

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

April 23, 2026

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, April 23, 2026 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER & INTRODUCTION OF GUESTS

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice Chair

Andrew Brainard, Commissioner (Zoom)

Caddy McKeown, Commissioner

Brent Pahls, Commissioner (Zoom)

Counsel Present

Melissa Cribbins (Zoom)

Staff Present

Robert Brittsan, Deputy Director; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager

Media and Guests Present

Wayne Reiter (Zoom); Wyatt Nelson; Neil McKown; John Meynink; Joe, Shannon, and Devin of Coos Aviation

SECTION 1: CONSENT CALENDAR

Motion:

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

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

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Passenger activity at OTH continues to trend upward, with year-to-date up approximately 7.14% through March. Recent air service development efforts included attendance at a conference in San Luis Obispo, where meetings were held with six airlines to discuss potential Portland and southern destination routes (e.g., Phoenix, Burbank, Las Vegas). While progress was positive, Portland service is now anticipated to begin next spring rather than later this year due to industry factors such as fuel costs.

Several major projects have reached substantial completion, including the Runway Safety Area (RSA), concourse improvements, and cargo facility, with final closeout paperwork remaining. A well-attended ribbon cutting for the concourse and café was held April 6, drawing approximately 200 attendees. A cargo facility ribbon cutting is scheduled for May 28 (5–7 p.m.)

Upcoming work includes the glide slope relocation project to bring the system into FAA compliance, which will be funded through FAA grants via a reimbursable agreement. Additional efforts include ongoing invasive weed removal on airport property funded through a City of North Bend grant, with potential expansion to other areas. Staff will also evaluate a surplus fire truck opportunity from Redmond, as the Airport prepares for eventual fleet replacement eligibility around 2030.

SECTION 3: ACTION ITEMS

Motion:

Commissioner McKeown (Second Vice Chair Benetti) moved that the Board approve an agreement with DFN to serve as the Coos County Airport District's sole-source provider for consolidated communications service, and authorize the Executive Director to execute the agreement.

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

Motion:

Vice Chair Benetti (Second Commissioner McKeown) moved that the Board approve the amendment to Reimbursable Agreement AJW-FN-WSA-23-NM-006107-A1 with the Federal Aviation Administration for the Glide Slope Relocation Project and authorize the Executive Director to execute all necessary documents.

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

Motion:

Commissioner McKeown (Second Vice Chair Benetti) moved that the Board ratify acceptance of the FAA grant offer in the amount of \$934,970 for the Runway 5/23 Glide Slope Relocation Project and to adopt Resolution 2026-04-01, authorizing the Executive Director to execute all necessary documents to accept the grant

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

Motion:

Vice Chair Benetti (Second Commissioner McKeown) moved that the Board ratify Change Order No. 6 for the Concourse Capital Improvement Project for \$695.16.

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

PUBLIC COMMENTS

Mr. Meynink was happy to see the Airport partnering with the City for Scotch Broom removal, but expressed his concern about the smaller plants left behind and encouraged the Airport to address those as well.

COMMISSIONER COMMENTS

Commissioner Brainard sent greetings from the PGA event at Bandon Dunes and shared details about his interactions with visitors.

Vice Chair Benetti expressed his thanks to Neil for his work on behalf of the Airport. He also asked if it would be possible to change the regular Board meetings to the 3rd week of the month. It was decided that the 3rd Wednesday would be the new regular meeting time.

Commissioner McKeown also shared that she felt Neil's work documenting changes at the Airport was remarkable and thanked him for making that record on our behalf.

Meeting adjourned at 7:55 AM.

COOS COUNTY AIRPORT DISTRICT

DATE: May 20, 2026

SUBJECT: Acceptance of April 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 91.67% of the fiscal year elapsed, and general fund property tax collections at 99.88% 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 \$934,522.90 (accounts payable) and \$138,157.68 (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
04/01/26	21483	Superior Construction Consulting Services	Const	4,620.00
Total 04/01/26:				<u>4,620.00</u>
04/02/26	21484	West Coast Contrators Inc	Const	332,626.09
04/02/26	21485	Oregon Pacific Bank	DHS	11,585.21
04/02/26	21486	Coos Bay North Bend Water	BEC	204.86
04/02/26	21487	Coos Bay North Bend Water	BLM	516.68
04/02/26	21488	Coos Bay North Bend Water	Gen	1,794.28
04/02/26	21489	Department of Consumer & Business	Gen	89.60
04/02/26	21490	Marineau and Associates	Gen	4,950.00
04/02/26	21491	Mark Lane	Gen	2,604.00
04/02/26	21492	NW Natural	Gen	83.41
04/02/26	21493	NW Natural	Gen	30.62
04/02/26	21494	NW Natural	Gen	249.92
04/02/26	21495	NW Natural	Gen	110.20
04/02/26	21496	Standard Insurance	Gen	1,057.94
Total 04/02/26:				<u>355,902.81</u>
04/09/26	21497	Salem Fire Alarm	BLM	90.00
04/09/26	21498	CnB Security	Gen	600.00
04/09/26	21499	Comp-U-Talk	Gen	551.00
04/09/26	21500	Douglas Fast Net	Gen	165.99
04/09/26	21501	Ferrellgas	Gen	318.04
04/09/26	21502	HGE Architects	Gen	292.50
04/09/26	21503	Hughes Fire Equipment	Gen	7,203.39
04/09/26	21504	Industrial Source	Gen	303.23
04/09/26	21505	Kyle Electric	Gen	500.00
04/09/26	21506	Lighthouse Radio Group	Gen	300.00
04/09/26	21507	Melissa Cribbins Attorney at Law	Gen	1,924.00
04/09/26	21508	Reese Electric	Gen	727.00
04/09/26	21509	Roto Rooter	Gen	86.00
04/09/26	21510	SDAO	Gen	27,412.00
04/09/26	21511	Stephanie Stroud CPA	Gen	300.00
04/09/26	21512	Streamline	Gen	1,876.00
04/09/26	21513	Umpqua Valley Financial	Gen	3,500.00
04/09/26	21514	AFLAC	Gen	267.56
04/09/26	21515	Lincoln Financial	Gen	50.00
Total 04/09/26:				<u>46,466.71</u>
04/15/26	21516	Ardurra	Const	90,776.20
04/15/26	21517	Superior Construction Consulting Services	Const	4,620.00
04/15/26	21518	West Coast Fencing	Const	24.40
04/15/26	21519	Umpqua Valley Fire	BLM	2,806.65

Check Issue Date	Check Number	Payee	Fund	Check Amount
04/15/26	21520	Bi-Mart Corporation	Gen	494.33
04/15/26	21521	Cardmember Service	Gen	15,345.92
04/15/26	21522	KVAL	Gen	2,815.00
04/15/26	21523	SecureCom	Gen	2,243.82
04/15/26	21524	South Coast Office Supply	Gen	200.29
04/15/26	21525	Stephanie Kilmer	Gen	23.99
04/15/26	21526	The Legend	Gen	500.00
04/15/26	21527	Safty First CPR & First Aid	Gen	360.00
Total 04/15/26:				<u>120,210.60</u>
04/22/26	21528	Advanced Underground Utility	Gen	1,150.00
04/22/26	21529	Harvey & Price Mechanical Contractors	Gen	6,238.00
04/22/26	21530	Hughes Fire Equipment	Gen	6,921.32
04/22/26	21531	Knife River Materials	Gen	9,750.00
04/22/26	21532	Pape Machinery	Gen	663.82
04/22/26	21533	Rodger Craddock	Gen	2,033.81
04/22/26	21534	Roto Rooter	Gen	189.00
04/22/26	21535	South Coast Shopper	Gen	620.00
04/22/26	21536	The Helpful Herring	Gen	700.00
Total 04/22/26:				<u>28,265.95</u>
04/30/26	21537	Comfort Flow	DHS	1,197.00
04/30/26	21538	Comfort Flow	BLM	5,008.00
04/30/26	21539	Ace Hardware	Gen	259.66
04/30/26	21540	Action Trophies	Gen	50.00
04/30/26	21541	Bayshore Paints	Gen	8.04
04/30/26	21542	Cardinal Employment Service	Gen	5,449.50
04/30/26	21543	Coasatal Paper & Supplies	Gen	158.40
04/30/26	21544	Comfort Flow	Gen	4,055.30
04/30/26	21545	Continental Batteries Systems	Gen	203.04
04/30/26	21546	Coos Head	Gen	963.50
04/30/26	21547	Farr's True Value	Gen	8.78
04/30/26	21548	Golders Napa	Gen	45.96
04/30/26	21549	Industrial Steel & Supply	Gen	99.40
04/30/26	21550	KEZI	Gen	4,600.00
04/30/26	21551	Kyle Electric Inc	Gen	271.53
04/30/26	21552	O'Neills Overhead Doors	Gen	1,296.25
04/30/26	21553	Oil Changer	Gen	313.84
04/30/26	21554	Oregon Employment Department	Gen	2,104.08
04/30/26	21555	William Perez	Gen	23.00
04/30/26	21556	Perry's Supply	Gen	640.06
04/30/26	21557	Platt Electric	Gen	1,761.49
04/30/26	21558	Rodger Craddock	Gen	1,364.47
04/30/26	21559	Sherwin-Williams	Gen	22.51
04/30/26	21560	TK Elevator Corporation	Gen	7,392.73

Check Issue Date	Check Number	Payee	Fund	Check Amount
04/30/26	21561	Tom's Lock & Key	Gen	705.00
04/30/26	21562	Vend West Services	Gen	10.00
04/30/26	21563	Everon LLC	Const	3,084.41
04/30/26	21564	H3 General Contractors	Const	196,576.00
Total 04/30/26:				<u>237,671.95</u>
Grand Total:				<u>793,138.02</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
04/02/26	DB20260402	Banner Bank	Const	8,928.73
Total 04/02/26:				<u>8,928.73</u>
04/03/26	DB20260403	North Bend Sanitation	Gen	173.95
04/03/26	DB20260403	North Bend Sanitation	Gen	807.31
04/03/26	DB20260403	North Bend Sanitation	BEC	648.97
04/03/26	DB20260403	North Bend Sanitation	BLM	327.77
04/03/26	DB20260403	North Bend Sanitation	BLM	327.77
Total 04/03/26:				<u>2,285.77</u>
04/06/26	DB20260406	U.S. Cellular	Gen	299.14
Total 04/06/26:				<u>299.14</u>
04/08/26	DB20260408	NW Natural	Gen	1,019.76
Total 04/08/26:				<u>1,019.76</u>
04/09/26	DB20260409	ZiPLY	Gen	4,163.87
Total 04/09/26:				<u>4,163.87</u>
04/15/26	DB20260415	Banner Bank	Gen	135.01
Total 04/15/26:				<u>135.01</u>
04/21/26	DB20260421	Pacific Power	Gen	13,315.35
04/21/26	DB20260421	Pacific Power	Gen	33.88
04/21/26	DB20260421	Pacific Power	BEC	897.86
04/21/26	DB20260421	Pacific Power	BLM	5,201.94
Total 04/21/26:				<u>19,449.03</u>
04/28/26	DB20260220	Banner Bank	BLM	44,337.26
04/28/26	30021	Tom E. Gayewski Construction	Const	104,961.33
Total 04/28/26:				<u>104,961.33</u>
Grand Total:				<u>141,242.64</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
04/05/26	DB20260405	Payroll 04/05/2026	Gen	39,286.58
04/05/26	DB20260405	Internal Revenue Service	Gen	11,472.86
04/05/26	DB20260405	Oregon Department of Revenue	Gen	3,455.04
Total 04/05/26:				<u>54,214.48</u>
04/12/26	DB20260412	PERS	Gen	14,857.37
Total 04/12/26:				<u>14,857.37</u>
04/20/26	DB20260420	Payroll 04/20/2026	Gen	38,147.49
04/20/26	DB20260420	Internal Revenue Service	Gen	11,018.70
04/20/26	DB20260420	Oregon Department of Revenue	Gen	3,320.88
Total 04/20/26:				<u>52,487.07</u>
04/27/26	DB20260427	PERS	Gen	16,598.76
Total 04/27/26:				<u>16,598.76</u>
Grand Total:				<u>138,157.68</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
04/02/26	DB20260402	Authnet Gateway Billing	Gen	15.00
04/02/26	DB20260402	Bankcard Merchant	Gen	<u>127.24</u>
Total 04/02/26:				<u><u>142.24</u></u>
Grand Total:				<u><u>142.24</u></u>

COOS COUNTY AIRPORT DISTRICT

MAINTENANCE AND OPERATIONS REPORT

Thursday, May 20, 2026

Monthly Operations & Maintenance Report – Summary

This report provides an update on current maintenance projects, operational activities, and regulatory compliance efforts underway at the airport. Staff continue to balance ongoing facility maintenance with special projects and safety-related requirements while addressing several infrastructure and equipment issues.

Sprinkler Testing

Puddles were discovered in the basement during sprinkler system testing activities. Staff identified the source of the issue, and a repair quote is currently pending before corrective work proceeds.

BLM Siding Project

The BLM siding project is currently underway with supervision from our project manager the work. A portion of the maintenance crew is assisting with the siding removal and installation while remaining staff continue mowing and maintaining airport properties.

Everon Project

Airport staff are assisting with trenching work related to the Everon project. Once the project is completed, the gates will be integrated into the airport's terminal access control system.

ARFF Truck Recertification

The annual ARFF truck recertification was completed successfully and passed inspection. Staff are addressing some minor housekeeping items, and it is expected that repair work associated with a leak on the top turret of Engine 3 will be completed under warranty.

SCBA Annual Service

Annual servicing for SCBA packs and masks is scheduled for next week. This work is necessary to ensure all equipment remains fully operational and compliant for safety response activities.

Runway X Lighting Issues

The runway closure "X" lighting system was originally designed for halogen bulbs that are no longer manufactured. Replacement LED bulbs are not operating as required, as they fade instead of fully blinking off. Staff will be working with the contractor to modify the system to maintain FAA compliance.

Storm Water Permit Renewal

Staff are currently working through the renewal process for the airport's storm water permit. Efforts are focused on ensuring continued compliance with all applicable environmental requirements.

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

May 15, 2026

Overview

Public information and outreach efforts during this period focused on increasing awareness and utilization of commercial air service at the Southwest Oregon Regional Airport, with an emphasis on promoting daily connectivity to both San Francisco and the launch of daily Denver service beginning May 21, 2026. Messaging continues to reinforce the value of flying locally, highlighting convenience, reliability, and regional impact.

Media & Public Outreach



The District expanded its media presence through targeted radio engagement and regional storytelling opportunities.

PIO representation included an appearance on *Hooked on Oregon*, a regional radio program with a strong audience base across the South Coast. The segment focused on promoting the transition to daily service for both San Francisco and Denver, emphasizing ease of travel for local residents and the importance of supporting local air service.

Key messaging included:

- Daily San Francisco service currently available
- Daily Denver service launching May 21, 2026
- Economic impact on the region.

Direct engagement with community organizations remains an important component of the District's outreach strategy.

Presentations were delivered to the Society of American Foresters – at a regional meeting and break out session on transportation, as well as the Zonta Club of Coos Bay. Both provided updates on current air service, airport improvements, and the broader economic and connectivity benefits





of the airport. These engagements offer opportunities to connect with local leaders and reinforce the importance of community support in sustaining and growing commercial air service.

Newsletter & Digital Engagement

The District distributed its latest newsletter to nearly 500 subscribers, achieving an open rate of approximately 35%, which is on the high end of industry benchmarks. Subscriber engagement remains primarily within the United States; however, the audience continues to reflect broader interest with readers in Canada, the United Kingdom, and Italy. The newsletter serves as an effective tool to reinforce service updates, promote

travel options, and discuss status of future projects. Click-through rates were also above average sending people to both the District Website and United Booking.

Traditional Media & Marketing Coordination

Traditional media efforts included updates to television and radio commercials to reflect current daily San Francisco service and the launch of daily Denver flights. These updates ensure messaging consistency across platforms and support broader second-quarter marketing strategies, including digital campaigns and regional partnerships.

In coordination with the Visitor and Convention Bureau, the District is supporting an upcoming familiarization visit by Adventuring Eyes influencers, scheduled for May 20–24. This effort is designed to expand destination awareness and highlight the accessibility of the South Coast through OTH to a broader travel audience. It will also result in video/photo assets for the district and promote the Denver flight option.

Community Stewardship & Environmental Efforts



The District, in partnership with Oregon Bay Area Beautification (OBAB), helped organize and coordinate logistics for a Park clean-up, where approximately 25 volunteers removed an

estimated 25 yards of Scotch Broom, Holly, and trash. This effort contributes to ongoing vegetation management and fire risk reduction in and around airport property.





Preparation is underway for a press release announcing the second phase of Scotch broom removal, supported through a City of North Bend grant. This partnership effort will focus on reducing fire danger to critical infrastructure, with planned work areas above the North Bend Wastewater Treatment Plant and behind Bureau of Land Management property.

Additional vegetation management has also been completed near the terminal by airport maintenance crews.

Strategic Messaging

Ongoing communication efforts continue to align with core messaging pillars:

- *Fly Local Convenience*: Shorter drive times, free parking, minimal wait times
- *Connectivity*: Seamless access to national and international destinations via San Francisco and Denver hubs
- *Economic Impact*: Supporting tourism, business travel, and regional growth

Messaging across platforms continues to encourage behavioral change among local travelers, with a focus on retaining passenger leakage within the South Coast region.

In-Terminal Advertising

Advertising placements inside the terminal continue to be a focus and help generate revenue. This month, the Southwestern Oregon Community College advertisement went up and will be highly visible to visitors coming and going through OTH.

Event Planning

Planning is underway for the next Ribbon Cutting Ceremony at the new cargo facility, scheduled for May 28, 2026 at 5pm. This event will highlight expanded capabilities for package shipping and receiving and continued infrastructure investment at the airport.



Up Next and Park Update

- Continued media outreach to support Denver service through peak travel season
- Leveraging influencer and partnership campaigns to increase inbound visitation

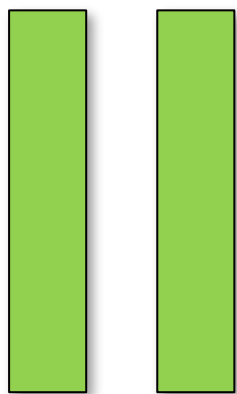
- Expanding public engagement opportunities through events and outreach
- Supporting long-term route sustainability through consistent messaging and promotion



This month, because of a scheduling conflict, the Airport Park Steering Committee did not meet. Rotarians were present at the OBAB Park Cleanup. In addition, Chair Samantha Oswald who is also the chair the Rotary Committee, provided an update to the committee.

- LOI has been completed for the Judith Ann Mogan Foundation Large Grant.
 - The civil engineering contract is being reviewed by an attorney.
 - A meeting is scheduled with an amazing local grant writer.
 - There is also a pre-development grant opportunity meeting later this month with CCD Business development Corporation to help fund civil engineering portion of the work and,
- SHN Engineering, which was selected as the firm, has agreed to meet with Rotary on a very regular basis in order to not lose momentum on this first phase of the project.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

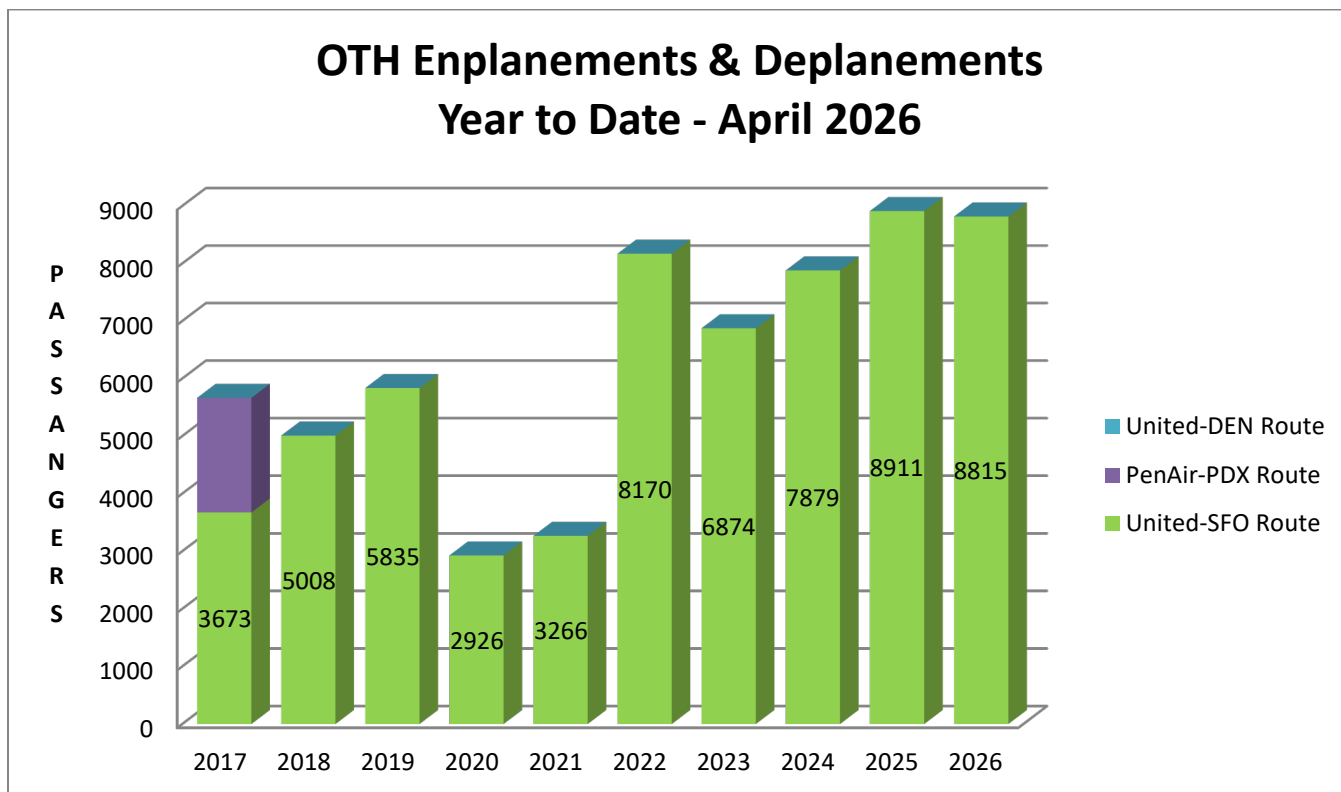
COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Wednesday, March 20, 2026

Commercial Passenger Traffic

At the end of 2025, the District recorded a 28% increase in the number of passengers passing through the terminal, following a 17.5% increase in 2024. Passenger activity during the first four months of 2026 has remained generally consistent with the same period in 2025, differing by only 1.09%. It should be noted that issues unrelated to operations at Southwest Oregon Regional Airport resulted in several flight delays, one diversion to Eugene, and two canceled flights associated with new landing regulations and ongoing runway construction activity at the San Francisco Airport. Collectively, the delays, diversions, and canceled flights amounted to the loss of more than 300 passengers during the reporting period. Passenger totals would likely have exceeded last year's numbers had it not been for those operational impacts outside of the District's control. Of the first four months of the year, three reflected year-over-year passenger growth, with April 2026 representing the lone month that did not exceed the prior year's totals.

The seasonal daily service to and from Denver is scheduled to resume on Friday, May 22, 2026, which is anticipated to increase passenger activity during the upcoming peak travel season.



April's Ribbon Cutting Events

In April, the Airport District celebrated two significant ribbon cutting events on the same day, both hosted by the Chamber Ambassadors and attended by an estimated 200-plus community members. The first event celebrated the opening of Coastal Landings Café, a new food and beverage concession within the terminal that enhances amenities available to passengers, visitors, and airport employees. The second event marked the completion of the Concourse Improvement Project, which fully enclosed the previously open-air concourse and included substantial upgrades to roofing, insulation, lighting, HVAC systems, and interior finishes. The project not only improves the overall passenger experience but also helps protect critical infrastructure, including the terminal's escalators and elevator, from the harsh coastal environment. Together, the events highlighted the District's continued investment in airport infrastructure, customer experience, and the long-term success of commercial air service on Oregon's South Coast.



Community Partnership Efforts Address Invasive Scotch Broom

Scotch broom is a highly invasive plant species that spreads aggressively, crowds out native vegetation, and can create a significant fire danger due to its oily and highly combustible growth. Recent removal efforts on Airport District property have resulted in the removal of substantial amounts of Scotch broom from several highly visible areas surrounding the airport campus. Through a grant obtained by the City of North Bend and administered by North Bend Fire Chief Jim Brown, Outer Limits completed Phase 1 of the project near the DHS facility, removing more than 300 cubic yards of Scotch broom, with Les' Sanitation donating disposal dumpsters. Phase 2 will soon begin near the North Bend Wastewater Treatment Plant and behind the BLM facility. Additionally, Oregon Bay Area Beautification (OBAB) recently held a community clean-up event at Airport Heights Park, where approximately 25 volunteers removed an estimated 30 cubic yards of Scotch broom within two hours. These efforts have improved both the appearance and fire safety of airport-area properties while demonstrating strong community partnership and volunteerism.

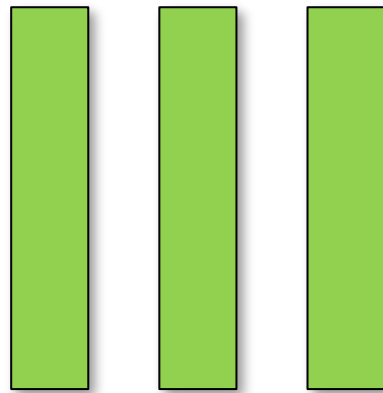


Upcoming Ribbon Cutting Event at the New Cargo Facility

The Coos County Airport District will host a Chamber of Commerce Business After Hours Event and Ribbon Cutting Ceremony at the District's new Cargo Facility on Thursday, May 28, 2026. The event will begin at 5:00 p.m. and will be held in Unit B of the new facility, with refreshments being served. The cargo facility project was developed to support the growing operational and economic needs of Southwest Oregon Regional Airport and included the construction of a modern multi-tenant cargo and aviation support building, along with associated apron and site improvements. The project was made possible through a combination of state and federal funding support and represents another significant investment in airport infrastructure and economic development on Oregon's South Coast. To date, approximately half of the facility has already been leased, with FedEx and Coos Aviation occupying space within the building. The event will provide community members and business leaders an opportunity to tour the facility and celebrate the completion of another important capital improvement project at the airport.



SECTION



PRESENTATIONS

SECTION

IV

ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: May 20, 2026

SUBJECT: Ratification of Lease Agreement with Federal Express Corporation – Cargo Facility

BACKGROUND:

In 2024, the Coos County Airport District (District) began construction of a new cargo facility and associated apron improvements at the Southwestern Oregon Regional Airport (Airport). The project was undertaken to expand the Airport's capacity to support cargo operations, improve operational efficiency, and provide modern facilities for air cargo carriers serving the South Coast region.

Upon completion of the cargo facility, the District entered into lease negotiations with Federal Express Corporation (FedEx), which currently provides air cargo service to the Airport through its contracted carrier, Ameriflight. The proposed lease will allow FedEx to relocate its operations from its existing temporary hangar facility to the newly constructed cargo building.

Under the lease terms, FedEx will lease approximately 3,300 square feet of warehouse and office space within the cargo facility located at 1406 W. Airport Way, along with approximately 4,500 square feet of dedicated aircraft ramp space adjacent to the building to support cargo aircraft loading and unloading operations. The lease also provides for six (6) dedicated parking spaces for FedEx operations.

The facility is located within the Airport's Security Identification Display Area (SIDA), and all FedEx employees, contractors, and agents operating within the leased area will be required to comply with Airport security and badging requirements.

The lease provides for an initial five (5) year term, with two additional five (5) year renewal options, subject to mutual agreement and provided the tenant is not in default under the lease.

[FedEx Cargo Facility Lease](#)

FISCAL IMPACT:

The lease establishes an initial lease rate of \$4,800 per month.

The lease includes annual Consumer Price Index (CPI) adjustments, with increases capped at four percent (4%) annually to ensure that lease rates remain consistent with market conditions over time.

In addition to base rent, FedEx will be responsible for utilities, interior maintenance, and any applicable Airport Use Fees associated with aircraft operations conducted by FedEx or its contracted cargo carrier.

LEGAL CONSIDERATION:

The lease was drafted in large part by the District's legal counsel and includes standard airport lease provisions required under FAA grant assurances, including nondiscrimination requirements, compliance with federal security regulations, insurance requirements, and provisions addressing hazardous materials handling and environmental compliance.

The lease also ensures that all cargo operations conducted at the facility will remain subject to Airport rules and regulations and applicable federal aviation security requirements.

RECOMMENDATION:

Staff recommends that the Board ratify the Lease Agreement between the Coos County Airport District and Federal Express Corporation for the lease of space within the Airport's new cargo facility.

MOTION:

I move to approve the Lease Agreement between the Coos County Airport District and Federal Express Corporation for the lease of space within the Airport's cargo facility.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: May 20, 2026

SUBJECT: Acceptance of Surplus ARFF Apparatus from Redmond Airport

BACKGROUND:

The District's Aircraft Rescue and Fire Fighting (ARFF) station is currently equipped with three firefighting apparatus:

- ARFF 1: 2015 Oshkosh (primary response unit)
- ARFF 2: 2003 KME (limited to use as a water tender due to equipment issues)
- ARFF 3: 1989 Oshkosh (military surplus, rebuilt in 2008)

ARFF 1 and ARFF 2 were purchased new, while ARFF 3 was acquired as surplus from the military and rebuilt.

At present, ARFF 2 is no longer capable of serving as a frontline response vehicle due to equipment limitations. Given the cost of repairs and the age of the apparatus, staff does not recommend investing in returning ARFF 2 to full operational status.

While the District's current airport classification requires only one fully operational ARFF vehicle, operational best practices require maintaining additional units to ensure continuous coverage during maintenance or repairs. Additionally, if the airport's classification increases, the District will be required to maintain at least two operational ARFF vehicles, with a practical need for three units to ensure compliance and redundancy.

The District is currently planning to replace one ARFF vehicle in 2030 at an estimated cost of approximately \$1.4 million.

Staff has been approached by personnel from Redmond Airport regarding the availability of a 1991 Oshkosh ARFF vehicle that will be surplus. Redmond Airport has indicated its intent to donate the vehicle to the District.

Staff conducted an on-site inspection of the apparatus. While the unit is not in pristine condition and not expected to be, it appears to be a viable replacement for ARFF 2 in its current limited role. Notably:

- The engine has been rebuilt
- The tires have been recently replaced

The estimated market value of the donated apparatus is in the neighborhood of \$45,000.

The District would be responsible for transporting the vehicle to the airport, with an estimated cost of approximately \$2,500.



**FISCAL IMPACT:**

- Acquisition Cost: \$0 (donation; estimated value ~\$45,000)
- Transportation Cost: Approximately \$2,500
- Future Costs: Routine maintenance and operations

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Staff recommends that the Board of Commissioners authorize acceptance of a surplus ARFF vehicle from Redmond Airport and approve associated transportation costs.

MOTION:

Motion to authorize acceptance of the donated 1991 Oshkosh ARFF vehicle from Redmond Airport, when it becomes available, and to approve the costs for relocation to the Southwest Oregon Regional Airport.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: May 20, 2026

SUBJECT: Consideration of Infrastructure Finance Authority Loan Refunding Opportunity

BACKGROUND:

The Coos County Airport District (District) previously secured a \$10,140,695 loan through the Oregon Infrastructure Finance Authority (IFA) to finance the District's Department of Human Services (DHS) build-to-suit project. As of the beginning of the current fiscal year, the outstanding principal balance on the loan was \$7,683,252.00. The debt is currently scheduled to mature in December 2037.

The District recently received correspondence from Business Oregon regarding a potential bond refunding opportunity associated with the loan. According to the information provided by Business Oregon, current tax-exempt interest rates may create an opportunity to refinance the existing debt at a lower interest rate, resulting in debt service savings over the remaining term of the loan.

Business Oregon estimates that, if refunding bonds were issued under current market conditions, the District could realize an estimated net present value savings of approximately \$619,325, or approximately 8.54% of the refunded debt. The correspondence also notes that actual savings will depend upon market conditions and interest rates at the time the refunding bonds are issued, which is currently anticipated to occur in September 2026.

Business Oregon further advised that the District may elect to participate in the refunding process subject to achieving minimum savings thresholds established by the District. A commonly used threshold for municipal refunding is a minimum net present value savings of 3% after issuance costs.

If the District elects to participate, Business Oregon would prepare amended loan documents reflecting the new interest rate and repayment terms. The refunding would not result in a lump-sum payment to the District, but rather reduced debt service payments over the remaining life of the loan. The correspondence also notes that the refunding bonds and amended loan would not be prepayable without penalty for approximately eight years.

Staff believes the proposed refunding opportunity warrants further evaluation given the potential for long-term debt service savings with minimal operational impact to the District.

FISCAL IMPACT:

Refunding the current debt would likely result in a reduction in annual debt service payments associated with the DHS build-to-suit project loan. Estimated net present value savings are currently projected at approximately \$619,325, subject to market conditions at the time of bond issuance and final refinancing terms.

The District may incur legal, financial advisory, bond counsel, and administrative costs associated with review and issuance of the refunding bonds and amended loan documents.

LEGAL CONSIDERATION:

This report has been reviewed and approved by legal counsel.

RECOMMENDATION:

Authorize staff to continue working with Business Oregon and the District's legal counsel to further evaluate the proposed refunding opportunity and, if appropriate savings thresholds are achieved, proceed with preparation of the necessary refinancing documents for future Board consideration and approval.

PROPOSED MOTION:

I move to authorize staff to continue evaluating the proposed IFA loan refunding opportunity associated with the DHS build-to-suit project and to work with Business Oregon and legal counsel on the preparation of any necessary refinancing documents for future Board consideration and potential approval.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: May 20, 2026

SUBJECT: Ratification of Change Order No. 2 – Runway 5/23 Runway Safety Area Expansion Project

BACKGROUND:

Expanding, or “squaring off,” the northwest corner of the Runway 5/23 Runway Safety Area (RSA) has been a shared priority of the Coos County Airport District (CCAD) and the Federal Aviation Administration (FAA) since adoption of the 2013 Airport Master Plan. The project has remained in the FAA-approved five-year Capital Improvement Programs and is an important airfield safety improvement intended to bring this portion of the RSA into closer conformity with FAA design standards.

In August 2025, the Board awarded the construction contract for the Runway 5/23 RSA Expansion Project to West Coast Contractors (WCC) for \$3,275,771.00.

At its March 2026 meeting, the Board approved Change Order No. 1, which resulted in a net credit of \$125.60 to the project.

In addition to expanding the RSA, the project included environmental mitigation work in the area of the former Pony Point Boat Ramp, including the removal of a dock and wooden pilings from the bay.

During construction, testing determined that a portion of the salvaged riprap material did not meet required specifications for reuse as scour protection along the shoreline. As a result, additional riprap meeting specification requirements was brought in from an offsite source.

Change Order No. 2 includes the addition of 835.81 tons of offsite riprap material at a cost of \$40,620.37.

The change order also includes credits associated with overestimated bid quantities related to wood pile removal and concrete ramp removal. Specifically, the quantity associated with Bid Item 6A – Wood Pile Removal was reduced by 18 units, resulting in a credit of \$14,400.00. In addition, Bid Item 6B – Concrete Ramp Removal was reduced by 66 cubic yards, resulting in a credit of \$26,400.00.

After accounting for the additional riprap costs and the quantity reduction credits, Change Order No. 2 results in a net credit of \$179.63.

The Runway 5/23 RSA Expansion Project was deemed substantially complete on March 26, 2026.

Because the work associated with Change Order No. 2 has already been completed in the field as part of ongoing construction, staff is requesting that the Board ratify the change order.

FISCAL IMPACT:

The original construction contract with West Coast Contractors was \$3,275,771.00.

Change Order No. 1 resulted in a net credit of \$125.60.

Change Order No. 2 results in an additional net credit of \$179.63, bringing the revised contract total to \$3,275,465.77.

The project is funded through the FAA Airport Improvement Program with applicable state and local matching funds.

LEGAL CONSIDERATION:

The construction contract with West Coast Contractors includes provisions allowing for change orders to adjust quantities based on field conditions and to account for unforeseen circumstances encountered during construction.

Ratification of Change Order No. 2 confirms the Board's approval of the adjustments made during construction and maintains compliance with applicable procurement and contract administration requirements.

RECOMMENDATION:

Staff recommend that the Board ratify Change Order No. 2 for the Runway 5/23 Runway Safety Area Expansion Project.

MOTION:

I move that the Board of Commissioners ratify Change Order No. 2 to the contract with West Coast Contractors for the Runway 5/23 Runway Safety Area Expansion Project in the amount of a \$179.63 credit, resulting in a revised contract total of \$3,275,465.77.