

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, March 28, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTION OF GUESTS

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Next Regular Board Meeting April 25, 2024	

PUBLIC COMMENTS

ADJOURN TO EXECUTIVE SESSION (ORS 192.660):

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, and to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e) and ORS 192.660(2)(h).

SECTION



Review of Minutes

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, February 22, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, February 22, 2024 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Vice-Chair Benetti called the meeting to order.

COMMISSIONERS PRESENT:

Joe Benetti, Vice-Chair;
Brent Pahls, Commissioner;
Caddy McKeown, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Jason Bell, Chairman

COUNSEL PRESENT: Melissa Cribbins.

STAFF PRESENT: Rodger Craddock, Executive Director; Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Crystal Lyon, Finance Manager; Amos Vorster, Office Manager; Stephanie Kilmer, Public Information Officer.

MEDIA AND GUESTS PRESENT: Ken Bonnetti, Coos County Resident; Coos County Resident; John Meynink, Coos County Resident; Nancy Layne, Globe Travel; Dan Salyers, PEG Broadcasting.

Section I. Review of Minutes: January 25, 2024 Regular Board Meeting:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), the minutes of the January 25, 2024 Regular Board Meeting were unanimously approved.

Section II. Finance Report:

The Finance Manager addressed the Board to give the Finance Report by summarizing the Coos County Airport District fund resources and requirements throughout the month of January.

All expenditures through January 31, 2024 are within the District's Budget.

January Revenues were \$1,228,262 and expenditures were \$438,998.

Section III. Review of Invoices:

The Board reviewed new invoices through February 21, 2024.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the invoices through February 21, 2024 in the amount of \$406,539.39 were unanimously approved.

Section IV. Staff Reports/Discussion Items:

A. Maintenance/Operations Report:

The Operations Manager addressed the Board with a report on airport operations and maintenance.

Maintenance staff have been working in split shifts, with part of the crew working a night shift to install carpet in the terminal so as not to impede regular airport operations.

During the month, two Operations/ARFF personnel attended Fire Training in Dallas for their annual recertification. The program in Dallas is now offering a specialized course to provide training for the use of the new F3 foam.

Since acquiring the building which currently houses BLM, the District has regularly included in the budget funds to the replacement of the original HVAC units. Because of the significant increase in costs, the current budgeted amount covers the replacement of 1 unit per fiscal year.

During recent testing of the generator near the old terminal building, it was noted that coolant was found mixed in with the oil, indicating that repairs will be needed. More information on the type of repairs needed should be available soon.

The tenant leasing the property located at 2301 Colorado Avenue gave notice that they will be vacating the premises at the end of February. The building is ideally equipped to serve as a new office space for the maintenance department, who will move into the building in early March. The bay currently used for the maintenance department at the BEC will then be made available for rent to a new tenant.

B. Public Information Officer's (PIO) Report:

The Public Information Officer addressed the Board with a report on airport marketing and community outreach.

Images were shared from two marketing areas: an add running on KEZI and KCBY sharing general information about services available at the airport, as well as pages from the nationally distributed Business View News electronic magazine.

It is now possible for users to subscribe to the Airport's Newsletter from the flyoth.com website.

Groundbreaking for the Park took place during the month, with installation of the new swing set taking place last week, and installation of a climber scheduled to begin today. Rotary has selected a consultant to prepare a Master Plan for the park.

Community Outreach also included collaboration between ARFF personnel and USCG during a recent drill, as well as presentations by ARFF Chief Hood for rural fire departments throughout the county.

C. Executive Director's Report:

The Executive Director shared information on grants the District has currently applied for, one of which the Board would be presented with for approval later in this meeting.

Ongoing and completed projects were discussed, including Apron Reconstruction Design, the boundary survey linked with the RSA Design, the Cargo Facility, and the Glideslope Relocation Evaluation. The team coming to do the feasibility test for the Glideslope Relocation will be here the week of March 18.

A brief explanation of the upcoming action items was provided for the Board.

Planned topics for the March Board Meeting include preparations for the FY 2024/25 budget, accepting the 2023 Audit Report, possible adjustments to the Airport Rates and Fees, and the Scope of Work for the Cargo Facility Design.

The Airport will be working with the Coos County Weed Advisory Board to do an invasive species evaluation on the airport property.

Section V. Action Items Requests:

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) the Board unanimously approved the adoption of Resolution 2024-02-01, amending CCAD policy 3: Duties of Officers.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard), the Board unanimously approved engaging HGE to perform preliminary design work on the escalator enclosure for \$11,880, plus or minus 10%.

Upon a motion by Commissioner Pahls (Second Commissioner McKeown) the Board unanimously approved the addition of Ariann Lyons, Mike Gaudette, and Steve Schneiderman to the Park Committee.

Upon a motion by Commissioner McKeown (Second Commissioner Brainard) the Board unanimously approved the acceptance of the Oregon Department of Aviation's COAR Grant offer, and authorized the executive director to sign the grant agreement.

Commissioner Comments:

Commissioner Brainard expressed his appreciation for airport staff and Rotary for their work on the park project.

Commissioner Pahls thanked airport staff for their good communication before each board meeting, which results in the Board being well informed on airport activities.

Public Comments:

Mr. Meynink expressed his thanks for the District's willingness to work with the county to address invasive species on airport property. He also shared his appreciation for the work that is going into improving the local park.

Mrs. Layne inquired if the Airport had received notification of when daily commercial flight service would resume. She was informed that, while no official date had been announced, it was expected that daily service was expected to begin on March 31.

Meeting adjourned at 8:08 a.m.

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, March 28, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTION OF GUESTS

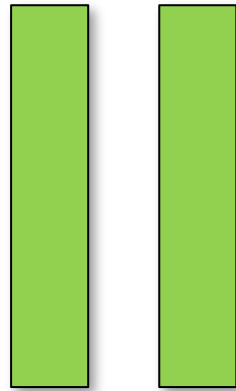
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SECTION



Finance Report

COOS COUNTY AIRPORT DISTRICT

Financial Report

February 2024

February revenues were \$1,033,514 which included a \$505,668 lumpsum payment from BLM for tenant improvements. The District also received \$13,439 in property taxes as well as \$15,999 for airport use fees.

February expenditures were \$782,694. This included the quarterly property liability insurance for \$81,882, as well as \$65,000 for the purchase of the 2017 Genie lift. \$78,375 was paid to Ardurra for the Apron Reconstruction project.

Budget

Fiscal year to date expenditures total \$6,393,486. All expenditures are within the Airport's budget of \$19,331,245.

Other

We've received the 2022/23 FY Audit Report, and it has been sent out to the appropriate places. The letter from the Auditor and a copy of the Audit Report is in the Board Packet for your approval today.

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Recap
 For the Month and Year to Date - February 29, 2024

	Actual			
	Total Revised Budget	February	Fiscal Year to Date	% of Budget
General Fund				
Beginning Fund/Cash Balance	\$ 2,348,249	\$ 2,559,169	\$ 2,238,549	
Revenues				
Taxes	1,494,239	13,438	1,384,172	92.63%
Other	1,367,477	287,908	956,101	69.92%
Grants and subsidy	504,513		-	0.00%
Transfers in	2,970,000		1,000,000	33.67%
Transactions paid from incorrect fund		-		
Total Revenue	6,336,229	301,346	3,340,273	
Expenses				
Personnel Services	1,918,065	169,468	1,498,147	78.11%
Materials and Services	2,031,340	132,978	840,889	41.40%
Capital Outlay	665,000	70,825	264,744	39.81%
Debt Service	273,229	18,076	200,921	73.54%
Transfers out	684,250		304,953	44.57%
Contingency/Rounding			-	
Total Expenses	5,571,884	391,347	3,109,654	
Ending Fund/Cash Balance	\$ 3,112,594	\$ 2,469,168	\$ 2,469,168	
Construction Fund				
Beginning Fund/Cash Balance	\$ 1,351,093	\$ 736,851	\$ 1,214,806	
Federal Grant Proceeds - FAA	2,574,510		687,655	26.71%
State Grants-AIP Projects	282,000		42,706	15.14%
Transfers In from General Fund	1,899,250	-	300,000	15.80%
Transactions paid from incorrect fund			-	
Total Receipts	4,755,760	-	1,030,361	
Capital Outlay - ARFF Facility	112,500	-	1,484	1.32%
Capital Outlay - Demolition	40,000	-	-	0.00%
Capital Outlay - Glideslope Relocation	39,813		68,503	172.06%
Capital Outlay -Runway slope emprovement study	470,000	9,808	136,754	29.10%
Capital Outlay - Cargo Facility & Road Realignment	2,000,000		441,811	22.09%
Capital Outlay - Landside Property	135,000	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,137,360	78,375	88,947	4.16%
Project Management/Consulting Services	96,000	8,000	67,000	69.79%
Transfer Out	2,500,000	200,000	1,000,000	40.00%
Total Disbursements	7,530,673	296,183	1,804,499	23.96%
Ending Fund/Cash Balance	\$ (1,423,820)	\$ 440,668	\$ 440,668	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Recap
 For the Month and Year to Date - February 29, 2024

	<u>Actual</u>			% of Budget
	Total Revised Budget	February	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 40,166	\$ 72,890	\$ 29,595	
Investment Earnings	-	-	-	
Passenger Facility Charges	83,000	7,736	51,031	61.48%
Total Receipts	<u>83,000</u>	<u>7,736</u>	<u>51,031</u>	
Transfer out to General Fund	120,000	-	-	0.00%
Total Disbursements	<u>120,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 3,166</u>	<u>\$ 80,626</u>	<u>\$ 80,626</u>	

Unemployment Fund				
Beginning Fund/Cash Balance	\$ 57,196	\$ 62,149	\$ 57,196	
Transfer from General Fund			4,953	
Total Receipts	<u>-</u>	<u>-</u>	<u>4,953</u>	
Unemployment Claims	20,000			0.00%
Total Disbursements	<u>20,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 37,196</u>	<u>\$ 62,149</u>	<u>\$ 62,149</u>	

BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 229,688	\$ 480,422	\$ 253,571	
Lease Revenue	756,000	73,453	685,339	90.65%
Reimbursement			-	
Miscellaneous	800,000	505,668	505,668	63.21%
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,556,000</u>	<u>579,121</u>	<u>1,191,007</u>	
Materials and Services				
All but below	203,600	15,269	114,254	56.12%
HVAC and other major repairs	36,000	1,073	15,824	43.96%
Capital Outlay				
Gates			-	
BLM Improvements			-	
Debt Service	465,150	38,757	310,056	66.66%
Transfer Out	450,000		-	0.00%
Contingency				
Total Disbursements	<u>1,154,750</u>	<u>55,099</u>	<u>440,134</u>	
Ending Fund/Cash Balance	<u>\$ 630,938</u>	<u>\$ 1,004,444</u>	<u>\$ 1,004,444</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Recap
 For the Month and Year to Date - February 29, 2024

	Actual			% of Budget
	Total Revised Budget	February	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 559,190	\$ 689,485	\$ 709,340	
Lease revenue	1,581,053	131,693	1,053,544	66.64%
Investment Earnings	30,000	2,345	20,836	69.45%
Reimbursements & Cost Shares		1,445	20,900	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	1,611,053	135,483	1,095,280	
Materials and Services	141,400	23,765	102,526	72.51%
Capital Outlay	5,000	-	-	0.00%
Debt Service				
OR Pacific Loan	139,032	11,585	92,680	66.66%
IFA Loan	819,800		819,796	100.00%
Transfer to General Fund	400,000	-	-	0.00%
Transfer to Building Reserve Fund	100,000	-	-	0.00%
Total Disbursements	1,605,232	35,350	1,015,002	63.23%
Ending Fund/Cash Balance	\$ 565,011	\$ 789,618	\$ 789,618	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 47,781	\$ 82,581	\$ 45,653	
BEC Rent Receipts	97,000	5,896	61,245	63.14%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			1,061	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	97,000	5,896	62,306	
Materials and Services	51,350	4,715	24,197	47.12%
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	126,350	4,715	24,197	
Ending Fund/Cash Balance	\$ 18,431	\$ 83,762	\$ 83,762	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Recap
 For the Month and Year to Date - February 29, 2024

	Actual			
	Total Revised Budget	February	Fiscal Year to Date	% of Budget
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 917,840	\$ 954,312	\$ 928,157	
Investment Earnings	15,000	3,932	30,087	200.58%
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	500,000	-	-	0.00%
Total Receipts	690,000	3,932	30,087	4.36%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,607,840	\$ 958,244	\$ 958,244	

Cash Balances

General Fund	\$ 2,469,168
Construction Fund	440,668
PFC Fund	80,626
Unemployment Fund	62,149
BLM Fund	1,004,444
DHS Fund	789,618
BEC Fund	83,762
Building Reserve Fund	958,244
Total Cash	\$ 5,888,679

COOS COUNTY AIRPORT DISTRICT
 Loan Activity 2022-2023 Fiscal Year
 As of 03/26/2024

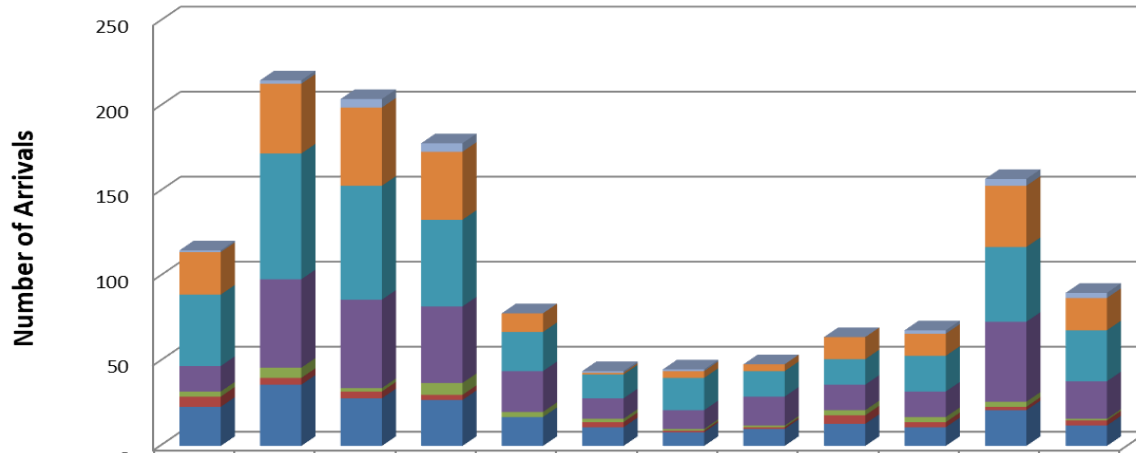
Fund	QB Acct #	Loan Identification	Payment Details	Interest Rate	Principal Balance as of 6/30/2023	YTD Payments	YTD Principal	YTD Interest	Principal Balance 3/26/2024	2023-24 Yearly Requirements
		Banner Bank	Monthly	3.35%	5,026,595.84	511,506.00	381,425.63	130,080.37	4,645,170.21	682,008.00
		#7219938 Original \$5,444,000 - 07/01/2019 Amended amount to \$6,844,000 - 09/01/2020	\$46,253.00 \$56,834.00							
GF	1/4	Passenger Terminal Loan (Refinance) - OR IFA #L06005	Original \$5,900,000 - (Pay Off Amt \$829,105.79)							
			Final payment June 2034							
GF	2/4	Large Hangar Construction (Refinance) - OPB #7109582	Original \$797,086 - (Pay Off Amt - \$669,423.71)							
			Final payment June 2024							
BLM	3/4	BLM Facility (Refinance) - OR IFA #L16009	Original \$2,216,766 - (Pay Off Amt \$2,042,205.36)							
			Final payment June 2034							
BLM	4/4	BLM TIA/Seismic/ABAAS Upgrades - BB #7219938	Original \$1,897,265.14; Amended \$3,293,265.14							
			Final payment June 2034							
GF	8560	Passenger Terminal Deferred Interest	December 1 OR IFA #L060005 Deferred \$1,126,172.46 - 12/01/2007	0.00%	732,012.12	56,308.62	56,308.62	N/A	675,703.50	56,308.62
			\$56,308.62 Yearly Final Payment Dec 2035							
DHS	8572	DHS APD - Remodel	Monthly Paying Oregon Pacific Bank - #7113075 Original \$1,500,000 - 11/08/2016 (Increases in 2026)	4.23%	981,221.53	92,681.68	65,232.53	27,449.15	915,989.00	139,022.52
			\$11,585.21 Final payment Nov 8 2031							
DHS	8573	DHS CW - Build to Suit Loan	December 1 Payments subject to % increase each year OR IFA #B17001 Original \$11,500,895 + 62,000 accrued interest - 1,422,200 discount = \$10,140,695	3.48%	8,491,911.00	819,795.64	395,200.00	424,595.64	8,096,711.00	819,795.64
			Final payment Dec 2037							
					<u>\$ 15,231,740.49</u>	<u>\$ 1,480,291.94</u>	<u>\$ 898,166.78</u>	<u>\$ 582,125.16</u>	<u>14,333,573.71</u>	<u>1,697,134.78</u>

Coos County Airport District
Trade Receivables -A/R Aging Summary
As of February 29, 2024

	31 - 60	61 - 90	> 90	TOTAL
Taylor Worth	0.00	0.00	5.00	5.00
Oregon Airmens Association LLC	0.00	10.00	0.00	10.00
BS Farms Aviation LLC	0.00	1,685.00	0.00	1,685.00
Helico Sonoma Inc	0.00	10.00	0.00	10.00
Carlos Guillermo	0.00	5.00	0.00	5.00
EFC Aircraft LLC	0.00	420.00	0.00	420.00
N6049S LLC	0.00	250.00	0.00	250.00
N400PK Leasing LLC	0.00	550.00	0.00	550.00
Richard A Lefritz	0.00	10.00	0.00	10.00
Fernweh Aviation LLC	0.00	0.00	10.00	10.00
Jetcom LLC	0.00	0.00	820.00	820.00
Chairman Airmotive II, LLC	0.00	0.00	770.00	770.00
Conscient LLC	0.00	0.00	5.00	5.00
ESO, LLC	0.00	0.00	210.00	210.00
Jason D Mills & Associates LTD	0.00	0.00	10.00	10.00
CJ4N6A LLC	0.00	0.00	435.00	435.00
American Aircraft Brokers LLC	0.00	0.00	10.00	10.00
Rearden Capital Group LLC	0.00	0.00	75.00	75.00
Noah Matisoff	0.00	0.00	10.00	10.00
Jonathan C Rice	0.00	0.00	10.00	10.00
Keith L Guy	0.00	0.00	10.00	10.00
Mr Aero LLC	0.00	0.00	210.00	210.00
Urban Aviation Services LLC	0.00	0.00	75.00	75.00
JEM Air Holdings LLC	0.00	0.00	450.00	450.00
JPS Flight School LLC	0.00	0.00	15.00	15.00
Woody Whitefish LLC	0.00	0.00	350.00	350.00
Echo Romeo Aviation LLC	0.00	0.00	410.00	410.00
Elite Flight Travel LLC	0.00	0.00	370.00	370.00
JKJ Aviation LLC	0.00	0.00	210.00	210.00
Western Air Charter	0.00	0.00	1,155.00	1,155.00
Alpha Charlie Aviation LLC	0.00	0.00	5.00	5.00
Matther Demyers	0.00	0.00	5.00	5.00
Advantage Jet Holdings LLC	0.00	0.00	275.00	275.00
Worldwide Consulting Group Inc	0.00	0.00	350.00	350.00
N98DH LLC	0.00	0.00	535.00	535.00
Flights Cool LLC	0.00	0.00	10.00	10.00
LNC Capital LLC	0.00	0.00	425.00	425.00
Excel Leasing LLC	0.00	0.00	210.00	210.00
Skycope LLC	0.00	0.00	500.00	500.00
SL Rose LLC	0.00	0.00	325.00	325.00
Sidney Ponath	0.00	0.00	30.00	30.00
VREF Management Inc - Trustee	0.00	0.00	175.00	175.00

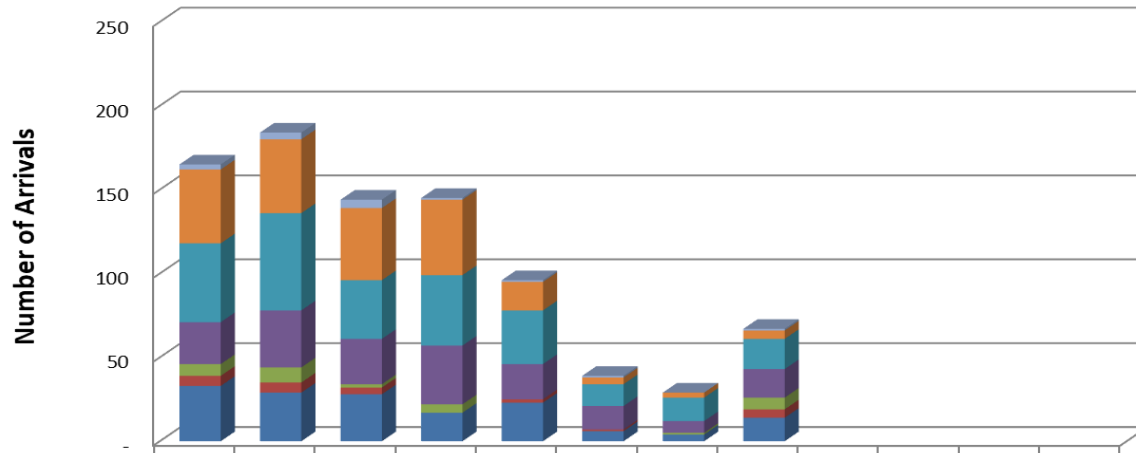
	31 - 60	61 - 90	> 90	TOTAL
Digital Outdoor Advertising LLC	0.00	0.00	20.00	20.00
Rafael O Xavier	0.00	0.00	10.00	10.00
Georgalos Aircraft LLC	0.00	0.00	75.00	75.00
Blue Grace LLC	0.00	0.00	150.00	150.00
Verijet	0.00	0.00	150.00	150.00
Kallisetsi LLC	0.00	0.00	175.00	175.00
Aircraft Guaranty Corp Trustee	0.00	0.00	5.00	5.00
Mark A Wagner, Trustee	0.00	0.00	10.00	10.00
Stephen F Vickers	0.00	0.00	5.00	5.00
Charles T Harris - Trustee	0.00	0.00	5.00	5.00
Jeffery S Nielsen	0.00	0.00	5.00	5.00
Jet Edge	0.00	0.00	5,160.00	5,160.00
Tenax Aerospace	0.00	0.00	125.00	125.00
Wilmington Trust Co Trustee	0.00	0.00	325.00	325.00
B&B Ndege LLC	0.00	0.00	310.00	310.00
Quality Home Management LLC	0.00	0.00	410.00	410.00
Boss 8 LLC	655.00	0.00	0.00	655.00
Pumpjack Aviation LLC	0.00	0.00	210.00	210.00
Flying BS LLC	0.00	0.00	35.00	35.00
West Coast Charters	0.00	0.00	125.00	125.00
HD Legacy LLC	0.00	0.00	10.00	10.00
Escovedo, Rick	60.00	60.00	840.00	960.00
Dillon, William	0.00	10.00	0.00	10.00
Beach Air II LLC	840.00	0.00	210.00	1,050.00
Pittsburgh Jet Center	0.00	0.00	440.00	440.00
Crystal Rose Properties LLC	0.00	0.00	10.00	10.00
Ayres, Patrick C.	0.00	0.00	45.00	45.00
T & T Aircraft Holdings LLC	0.00	0.00	570.00	570.00
Kenmore Crew Leasing Inc. Trustee	0.00	0.00	210.00	210.00
Aviation Services LLC	0.00	0.00	5.00	5.00
MTK Leasing LLC	0.00	0.00	260.00	260.00
Pacific Gold Aviation Association	0.00	10.00	0.00	10.00
Rucker, Casey J	0.00	10.00	0.00	10.00
Ericson, Steven L.	0.00	0.00	10.00	10.00
Wheels Up Partners LLC	0.00	0.00	550.00	550.00
Bonneville Power Administration	0.00	0.00	125.00	125.00
Cessna Aircraft Company	0.00	0.00	75.00	75.00
Cirrus Design Corp.	0.00	0.00	85.00	85.00
Kohler Co.	235.00	0.00	0.00	235.00
Netjets Aviation, Inc.	410.00	385.00	385.00	1,180.00
Pacific Coast Jet Charter, Inc.	655.00	0.00	0.00	655.00
San Juan Aviation LLC	0.00	0.00	25.00	25.00
Shaw, Erin	0.00	0.00	36.00	36.00
Titan Air LLC	0.00	0.00	445.00	445.00
V32-PC12 LLC	0.00	0.00	125.00	125.00
TOTAL	2,855.00	3,415.00	20,241.00	26,511.00

2022-23 General Aviation Aircraft Visits



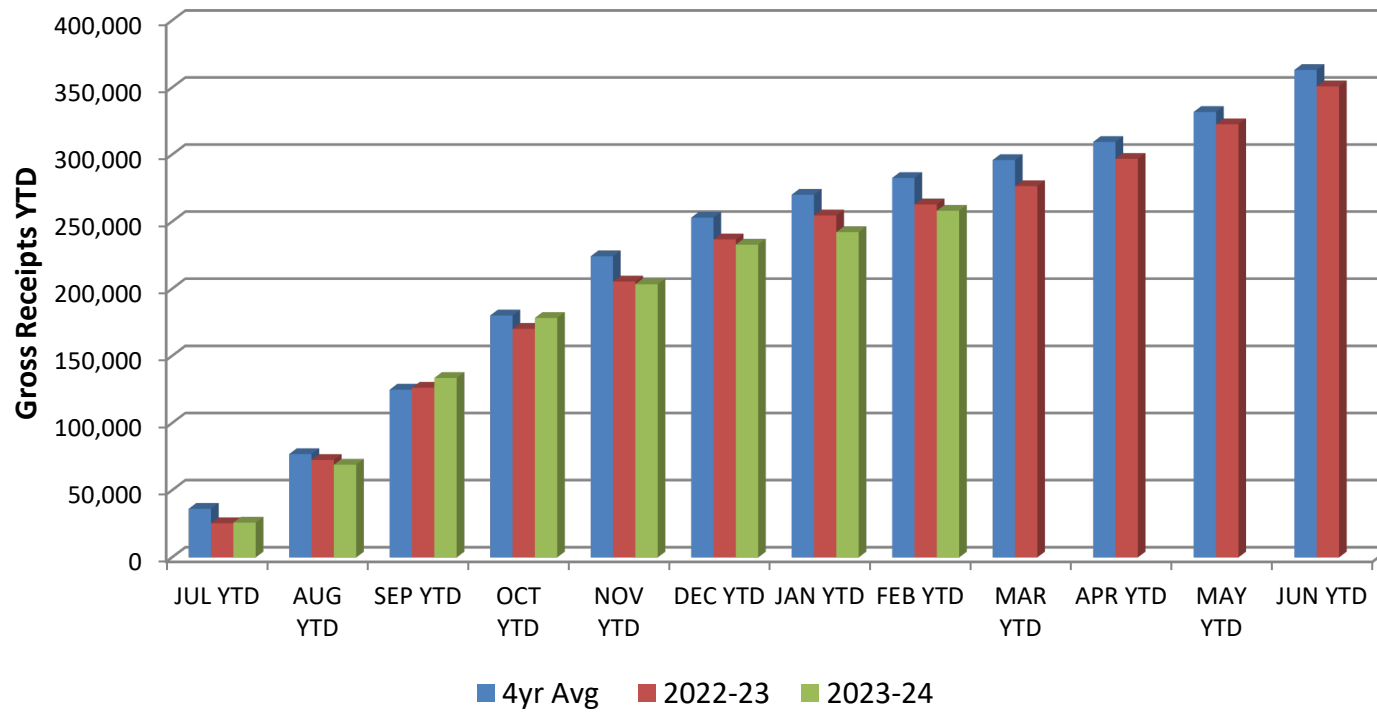
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Rate 7-\$645	1	2	5	5	-	1	1	-	-	2	4	3
Rate 6-\$410	25	41	46	40	11	1	4	4	13	13	36	19
Rate 5-\$235	42	74	67	51	23	14	19	15	15	21	44	30
Rate 4-\$150	15	52	52	45	24	12	11	17	15	15	47	22
Rate 3-\$100	3	6	2	7	3	2	1	1	3	3	3	1
Rate 2-\$25	6	4	4	3	-	3	1	1	5	3	2	3
Rate 1-\$10	23	36	28	27	17	11	8	10	13	11	21	12

2023-24 General Aviation Aircraft Visits

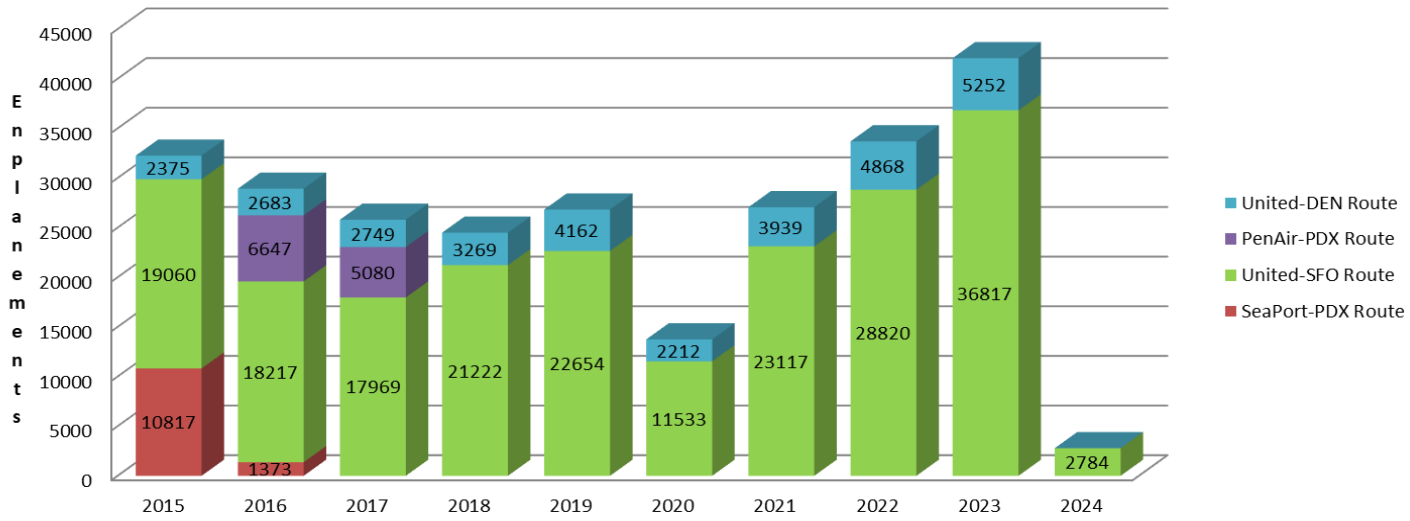


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Rate 7-\$645	3	4	5	1	1	1	-	1				
Rate 6-\$410	44	44	43	45	17	4	3	5				
Rate 5-\$235	47	58	35	42	32	13	14	18				
Rate 4-\$150	25	34	27	35	21	14	7	17				
Rate 3-\$100	7	9	2	5	-	-	1	7				
Rate 2-\$25	6	6	4	-	2	1	-	5				
Rate 1-\$10	33	29	28	17	23	6	4	14				

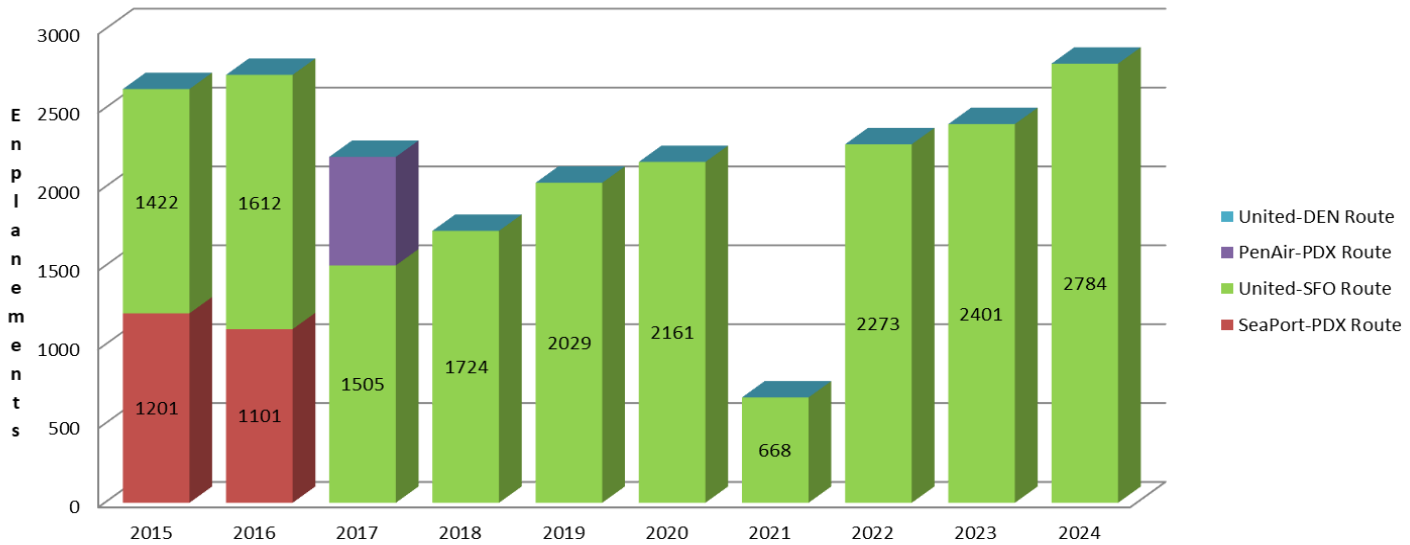
OTH Gen Aviation Use Fees - Collected



OTH Enplanements & Deplanements by Year



OTH Enplanements & Deplanements - Year to Date - February 2024



Coos County Airport District
Cash Flow Analysis
Forecast - FY 2022-2023

NOTES	FY 23-24 Adopted Budget	FY 23-24 Adopted Budget	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	APPROVED	REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
GENERAL FUND															2,469,168
4000 Beginning Cash on Hand	2,348,249	2,348,249	2,238,549	2,785,322	2,565,757	2,408,955	1,994,137	2,907,136	2,752,515	2,559,169	2,469,168	2,469,168	2,469,168	2,469,168	2,238,549
OPERATIONS INCOME:															
4010 Investment Earnings	90,000	90,000	7,276	8,000	7,071	7,373	7,289	9,603	8,714	8,410					63,736
4017 Taxes - current	1,424,239	1,424,239	13,084	2,701	2,906	4,505	1,150,911	153,622	13,852	11,190					1,352,771
4018 Taxes - prior	70,000	70,000	3,991	2,092	4,316	9,574	7,558	2,063	2,256	2,248					34,098
4080 Reimbursements & Cost Shares	1,500	1,500			74										74
4090 Misc. Income	500	500	210			4,953	10								5,173
4091 Transfer/Sale of asset		-													-
4095 Insurance Settlement Proceeds		-													-
4110 Aeronautical - Large Hangar	23,000	23,000	2,446	1,964	1,797	2,184	2,996	2,907	1,382	2,802					18,478
4111 Aeronautical - T-Hangar	42,700	42,700	5,243	3,689	3,745	3,412	3,422	4,276	3,429	3,667					30,883
4112 Overnight Ramp Fees	110,000	110,000	8,395	15,223	17,240	16,243	5,655	6,475	1,420	3,953					74,604
4115 Airside Facility Lease	92,392	92,392	3,883	11,249	7,566	7,566	7,566	7,566	7,216	7,320					59,932
4120 Aviation Land Leases/Corp. Hangars	10,750	10,750	1,280	879	632	562	1,824	702	962	1,883					8,724
4130 Landing Fees	200	200		50						28					78
4132 Aircraft Airport Uses Fees	275,000	275,000	17,460	27,845	47,350	28,457	18,840	23,045	7,910	12,018					182,925
4135 Transient Hangar Overnight Fees	1,200	1,200					160								160
4140 Carriers	73,000	73,000	7,011	7,138	6,395	7,013	5,940	5,875	6,308	2,849					48,529
4150 Fuel Fees	110,000	110,000	8,473	9,549	12,954	10,774	8,418	4,848	4,594	3,685					63,295
4160 FBO Fixed Base Operators	80,765	80,765	7,799	5,886	6,666	7,023	6,867	6,904	6,925	6,815					54,885
4171 NOAA Access Agreement	2,000	2,000	167	167	167					839					1,340
4200 Ground Transportation	2,700	2,700	900	600	600										2,100
4212 FBO Land Leases	10,000	10,000	864	864	864	865	864	864	865	864					6,914
4213 Security Background	2,000	2,000		348		252			180						780
4220 Terminal Building Leases	108,560	108,560	9,396	8,236	8,316	8,316	8,316	2,497	14,135	8,358					67,570
4230 Terminal Advertising	11,700	11,700	1,475	700	550	1,275	1,325	875	1,175	1,125					8,500
4240 Concessions, Vending	75,500	75,500	15,969	14,313	18,619	16,511	11,459	6,420	4,113	2,700					90,104
4250 Rental Parking	2,880	2,880	480		240	240	240	240	240	240					1,920
4311 Business Park Building Leases	119,278	119,278	9,939	9,939	9,939	9,963	8,787	9,945	11,068	9,939					79,519
4312 Business Park Land Leases	121,853	121,853	11,431	10,018	8,977	10,368	9,791	12,269	9,914	9,952					82,720
4316 USDOT SCASD Air Route Subsidy	500,000	500,000													-
4426 Federal CARES Grant		-													-
4425 State Grants		-													-
4427 Other Grants	4,513	4,513													-
4350 Security/Key Deposit - Refundable		-								461					461
4504 Transfer from Construction Fund	2,000,000	2,000,000	800,000							200,000					1,000,000
4506 Transfer from PFC Fund - ATC Reimb	120,000	120,000													-
4508 Transfer from BEC Fund	50,000	50,000													-
4513 Transfer from BLM Fund	400,000	400,000													-
5414 Transfer from DHS Fund	400,000	400,000													-
7630 Returned check charges		-													-
Transactions Paid from Incorrect Fund		-													-
Total Income	6,336,230	6,336,230	937,172	141,450	166,984	157,429	1,268,238	260,996	106,658	301,346	-	-	-	-	3,340,273
Total Resources Available	8,684,479	8,684,479	3,175,721	2,926,772	2,732,741	2,566,384	3,262,375	3,168,132	2,859,173	2,860,515	2,469,168	2,469,168	2,469,168	2,469,168	5,578,822

Coos County Airport District
Cash Flow Analysis
Forecast - FY 2022-2023

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
EXPENSES:															
Personnel Services:															
6100	Salaries	1,258,820	1,258,820	123,986	113,540	116,942	106,305	118,045	192,155	127,935	107,918				1,006,826
6250	Merit/COLA Pay	12,000	12,000						7,752						7,752
6210	Temporary Services	15,000	15,000			4,596	3,447	2,621	4,772	6,320	9,432				31,188
6270	Overtime	10,000	10,000	307	336	1,148	572		196	135	396				3,090
	Total Wages	1,295,820	1,295,820	124,293	113,876	122,686	110,324	120,666	204,875	134,390	117,746	-	-	-	1,048,856
6400-6440	Taxes & Benefits	622,245	622,245	58,072	52,917	61,657	54,650	56,919	59,700	53,654	51,722				449,291
	PERS - Fire Classification Catch Up Est														-
	Total Personnel Services	1,918,065	2,168,065	182,365	166,793	184,343	164,974	177,585	264,575	188,044	169,468	-	-	-	1,498,147
Materials & Services:															
7105	Liability/Property Insurance	223,000	223,000	333	49,747			41,632			50,082				141,794
7110	Legal Services	100,000	100,000	9,141	8,783	6,318	922	2,873	4,388	9,599	1,665				43,689
7120	Telephone	51,000	51,000	5,551	3,872	4,783	6,628	3,514	4,809	4,069	4,119				37,345
7125	Lights & Power/Utilities	130,000	130,000	12,012	10,752	9,814	11,239	9,446	15,952	13,547	13,717				96,479
7126	Refuse Disposal	10,000	10,000	730	699	785	716	699	789	758	1,025				6,201
7130	Auditing	45,000	45,000	13,510											13,510
7132	Payroll Services	5,000	5,000	385	385	385	390	390	408	408	414				3,165
7135	Office Supplies	14,000	14,000	72	570	438	858	641	152	733	430				3,894
7136	Bank Service Charges	10,500	10,500	985	1,003	1,293	1,047	1,344	792	680	535				7,679
7137	Operational Tools & Supplies	30,000	30,000	2,478	1,167	5,155	1,777	521	2,701	700	724				15,223
7138	Public Notifications	3,500	3,500						320						320
7139	Postage & Shipping	2,000	2,000	201	200		200	17	200	226	10				1,054
7140	Janitorial Services & Supplies	43,000	43,000	2,897	3,530	5,090	3,714	375	615	852	292				17,365
7143	District Membership Fees & Dues	12,450	12,450	49	855	295	30	4,250	304						5,783
7145	Subscriptions	500	500		277	(271)									6
7151	Operating Fuel/Vehicles	40,000	40,000	2,716	4,391	1,203	3,898	864	1,914	4,417	884				20,287
7152	Environmental Permits/Expense	11,000	11,000	79	1,605		2,060	459	1,720		2,360				8,283
7153	Medical/Safety Hazard	4,000	4,000	462	440	199			242	118	34				1,495
7154	Signs/Sign Repair	30,000	30,000	8,657	2,041	154	3	94	927	333					12,209
7155	Maintenance Repairs/Equip/Vehicle	35,000	35,000	5,038	1,358	4,769	5,630	649	2,291	2,621	381				22,737
7156	Maintenance Repairs/Building	74,000	74,000	11,463	7,954	9,494	3,228	10,811	12,993	26,699	9,550				92,192
7158	Building Maint. Contracts HVAC/Elev./Escal./S	30,000	30,000			16,200	(2,739)			3,167	3,167				19,795
7160	Travel Expense	7,500	7,500		178	1,928	236								2,342
7161	Meals & Lodging	8,500	8,500	57	462	437	412	85	1,877	30	161				3,521
7166	Facility Sundries	3,300	3,300	329	222	155	916	139	206	223	264				2,454
7167	Grounds & Roadway Supplies	45,000	45,000	2,633	4,621	297	1,854	202	4,052	90	1,488				15,237
7169	Pass through Services	-	-												-
7175	Board Expense	10,000	10,000	8,940	750					1,135					10,825
7179	Airfield Maint/Repair/Certification	90,500	90,500	4,612	16,585	2,333	879	4,403	1,283	4,141	2,856				37,092
7180	Staff Training & Development	19,000	19,000	2,443	4,094	35	2,319	2,693	3,612	3,163	2,518				20,877
7181	Promo & Marketing/Airport	124,240	124,240	5,927	6,308	7,034	3,841	6,859	4,361	4,408	3,439				42,177

Coos County Airport District
Cash Flow Analysis
Forecast - FY 2022-2023

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
7184 Contracted Professional Services	67,500	67,500	1,636	16,707	600	1,636	600	600	2,236	10,975					34,990
7185 Security Background	6,000	6,000		1,000		147		771		721					2,639
7187 Regulatory	5,000	15,000				8,666		119	150						8,935
7188 Property Taxes	500	500				223	63								286
7191 Recording Fees	250	250			5										5
7192 Uniforms	3,000	3,000	32	2,625		83									2,740
7194 Small office & computer equipment	10,000	10,000	6,355	3,819	2,296	799	(827)	680	110	144					13,376
7195 Consulting Services	100,000	100,000				4,750	2,110	19,817		14,970					41,647
7196 ARFF Operating Expenses	55,000	55,000	3,078	1,079	2,295	5,317	1,430	3,849	3,223	4,228					24,499
7197 Uncollectable debt															-
7198 Miscellaneous	2,000	2,000		576	906			579							2,061
7199 Equipment Rental	7,500	7,500	420		100			120	983	680					2,303
7200 Staff Recognition/Achievement	600	600	1,677	271	155				200						2,303
7201 Finance Charges	500	500			8	10			47	10					75
7203 LEO Security Training	50,000	50,000													-
7207 USDOT SCASD Air Route Subsidy	500,000	500,000													-
7641 Security Deposit - Return	1,500	1,500													-
Total Materials & Services	2,021,340	2,031,340	114,898	158,926	84,688	71,689	96,336	93,443	87,931	132,978	-	-	-	-	840,889
Capital Outlay:															
8105 Office & Computer Equip	20,000	20,000													-
8106 Equipment & Vehicles	545,000	545,000	75,059	17,219	6,778	17,507	6,933	39,523	1,000	70,825					234,844
8116 Structures, Parking, Buildings, Demos, Mitigation	100,000	100,000			29,900										29,900
Total Capital Outlay	665,000	665,000	75,059	17,219	36,678	17,507	6,933	39,523	1,000	70,825	-	-	-	-	264,744
Debt Service:															
8560 Debt Service-Terminal Loan	56,309	56,309					56,309			18,076					74,385
8574 Debt Service-Refinance	216,920	216,920	18,077	18,077	18,077	18,077	18,076	18,076	18,076						126,536
Total Debt Service	273,229	273,229	18,077	18,077	18,077	18,077	74,385	18,076	18,076	18,076	-	-	-	-	200,921
Transfers															
7624 Transfer to Construction Fund	684,250	684,250				300,000									300,000
7637 Transfer to Building Reserve Fund															-
7628 Transfer to DHS Fund															-
7625 Transfer to Unemployment Fund									4,953						4,953
TOTAL Transfers	684,250	684,250	-	0	-	300,000	-	-	4,953	-	-	-	-	-	304,953
Total Expense (Requirements)	5,561,884	5,821,884	390,399	361,015	323,786	572,247	355,239	415,617	300,004	391,347	-	-	-	-	3,109,654
Excess (Deficiency)	774,346	514,346	546,773	(219,565)	(156,802)	(414,818)	912,999	(154,621)	(193,346)	(90,001)	-	-	-	-	230,619
GF Contingency / Cash Balance	3,122,595	2,612,595	2,785,322	2,565,757	2,408,955	1,994,137	2,907,136	2,752,515	2,559,169	2,469,168	2,469,168	2,469,168	2,469,168	2,469,168	2,469,168

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
CONSTRUCTION FUND															
INCOME:															
4000 Beginning Cash on Hand	1,351,093	1,351,093	1,214,806	434,837	417,782	320,984	200,297	157,211	119,961	736,851	440,668	440,668	440,668	440,668	1,214,806
INCOME:															
Runway 22 RSA - Phase 3 Design															
4423 FAA Grant - Runway 22 - Phase 3	440,000	440,000							116,115						116,115
4425 State Grants - Runway 22		-													-
4507 Transfer from General Fund - 3.25%	30,000	30,000				30,000									30,000
ARFF/Maint Facility															
4423 FAA Grant - ARFF/Maint Facility	510,000	510,000							15,611						15,611
4425 State Grants - ARFF/Maint Facility	15,000	15,000						6,446	6,971						13,417
4507 Transfer from General Fund	15,000	15,000				15,000									15,000
Demolition Building and Structures															
4507 Transfer from General Fund	40,000	40,000													-
Apron / Ramp Expansion															
4423 FAA Entitlement Grant - Apron / Ramp Expansion 20	288,664	288,664							288,664						288,664
4423 FAA Entitlement Grant - Apron / Ramp Expansion 20	50,000	50,000							50,000						50,000
FAA 2022 BIL Grant - Apron / Ramp Expansion	108,684	108,684							108,684						108,684
FAA 2023 BIL Grant - Apron / Ramp Expansion	108,581	108,581							108,581						108,581
FAA 2024 BIL Grant* - Apron / Ramp Expansion	1,008,581	1,008,581													-
4425 State Grants - Apron / Ramp Expansion															-
4507 Transfer from General Fund	100,000	100,000				17,289									17,289
Cargo Facility & Road Realignment															
4423 FAA Grant - Cargo Facility & Road Realignment		-													-
4425 Connect OR Grant - Cargo Facility & Road Realignm	133,000	133,000	29,289												29,289
4507 Transfer from General Fund	267,000	267,000				237,711									237,711
Glidescope Relocation															
4423 FAA Grant - Glidescope Relocation	60,000	60,000													-
4507 Transfer from General Fund	1,250	1,250													-
Airport Landside Property															
Transfer from General Fund	135,000	135,000													-
Fencing Around Airport Lands - Artifact Evaluation															
Transfer from General Fund		-													-
Project Management/Consulting Services															
Transfer from General Fund	96,000	96,000													-
Total Income	3,406,760	3,406,760	29,289	0	-	300,000	-	6,446	694,626	-	-	-	-	-	1,030,361
Total Resources Available	4,757,853	4,757,853	1,244,095	434,837	417,782	920,984	200,297	170,103	1,509,213	736,851	440,668	440,668	440,668	440,668	2,245,167
EXPENSES:															
Capital Outlay:															
8340-02 Runway 22 RSA Improvements Phase 3	470,000	470,000					35,086	32,696	59,164	9,808					136,754
8340-03 ARFF/Maint Facility	112,500	112,500		1,484											1,484
Demolition / Building and Structures															
8340-.05 Demo/Building and Structures	40,000	40,000													-
8340-05 Apartments															-
8340-07 Diesel Tank Relocaton															-
8340-07 Apron / Ramp Expansion															-
8340-09 Cargo Facility & Road Realignment	2,000,000	2,000,000	1,258	3,571	92,798	344,184									441,811
8340-08 Fencing Project															-
8340-10 Glidescope Relocation	39,813	39,813				68,503									-

Coos County Airport District
Cash Flow Analysis
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NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
8340-12 Reconstruct Ramp/Apron	2,137,360	2,137,360							10,572	78,375					
8116-20 Brush Removal	135,000	135,000													-
8340-11 Project Management/Consulting Services	96,000	96,000	8,000	12,000	4,000	8,000	8,000	11,000	8,000	8,000					67,000
															-
Total Capital Outlay	5,030,673	5,030,673	9,258	17,055	96,798	420,687	43,086	43,696	77,736	96,183	-	-	-	-	647,049
Transfers															
7624 Transfer to General Fund	2,000,000	2,000,000	800,000							200,000.00					1,000,000
7637 Transfer to Building Reserve Fund	500,000	500,000													
TOTAL Transfers	2,500,000	2,500,000	800,000	0	-	-	-	-	-	200,000	-	-	-	-	1,000,000
Total Expense (Requirements)	7,530,673	7,530,673	809,258	17,055	96,798	420,687	43,086	43,696	77,736	296,183	-	-	-	-	647,049
Excess (Deficiency)	(4,123,913)	(4,123,913)	(779,969)	(17,055)	(96,798)	(120,687)	(43,086)	(37,250)	616,890	(296,183)	-	-	-	-	383,312
Reserve / Cash Balance	(2,772,820)	(2,772,820)	434,837	417,782	320,984	200,297	157,211	119,961	736,851	440,668	440,668	440,668	440,668	440,668	1,598,118

Coos County Airport District
Cash Flow Analysis
Forecast - FY 2022-2023

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date	
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24	
PFC FUND																
4000	Beginning Cash on Hand	40,166	40,166	29,595	37,406	44,288	51,425	56,261	62,686	68,578	72,890	80,626	80,626	80,626	80,626	29,595
INCOME:																
4010	Interest		-													-
4217	Passenger Facility Charges	83,000	83,000	7,811	6,882	7,137	4,836	6,425	5,892	4,312	7,736					51,031
	Total Income	83,000	83,000	7,811	6,882	7,137	4,836	6,425	5,892	4,312	7,736	-	-	-	-	51,031
	Total Resources Available	123,166	123,166	37,406	44,288	51,425	56,261	62,686	68,578	72,890	80,626	80,626	80,626	80,626	80,626	80,626
EXPENSES:																
7627	Transfer to General Fund	120,000	120,000	-	-	-	-	-	-	-	-	-	-	-	60,000	60,000
	Total Expense (Requirements)	120,000	120,000	-	-	-	-	-	-	-	-	-	-	-	60,000	60,000
	Excess (Deficiency)	(37,000)	(37,000)	7,811	6,882	7,137	4,836	6,425	5,892	4,312	7,736	-	-	-	(60,000)	(8,969)
	Reserved / Cash Balance	3,166	3,166	37,406	44,288	51,425	56,261	62,686	68,578	72,890	80,626	80,626	80,626	80,626	20,626	20,626
UNEMPLOYMENT FUND																
4000	Beginning Cash on Hand	57,196	57,196	57,196	57,196	57,196	57,196	57,196	57,196	57,196	62,149	62,149	62,149	62,149	62,149	57,196
INCOME:																
4507	Transfer from General Fund		-	-	-	-	-	-	4,953	-	-	-	-	-	-	4,953
4010	Interest															-
	Total Income	-	-	-	-	-	-	-	4,953	-	-	-	-	-	-	4,953
	Total Resources Available	57,196	57,196	57,196	57,196	57,196	57,196	57,196	57,196	62,149	62,149	62,149	62,149	62,149	62,149	62,149
EXPENSES:																
Personnel services																
6445	Unemployment claims	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Personnel Services	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Expense (Requirements)	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	Excess (Deficiency)	(20,000)	(20,000)	-	-	-	-	-	4,953	-	-	-	-	-	-	4,953
	Reserved / Cash Balance	37,196	37,196	57,196	57,196	57,196	57,196	57,196	57,196	62,149	62,149	62,149	62,149	62,149	62,149	62,149

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24
BLM Facility Fund															
4000 Beginning Cash on Hand	229,688	229,688	253,571	247,180	245,036	236,134	242,038	244,949	252,155	480,422	1,004,444	1,004,444	1,004,444	1,004,444	253,571
INCOME:															
4010 Interest	-	-				1	1	1	1	1					5
4080 Reimbursements & Cost Shares	-	-													-
4311 Lease Revenue	756,000	756,000	56,353	56,501	56,501	56,501	56,501	56,501	273,024	73,452					685,334
COVID Cleaning															-
4440 Loan Proceeds															-
4090 Miscellaneous - Transactions Paid from Incorrect Fund	800,000	800,000								505,668					505,668
Total Income	1,556,000	1,556,000	56,353	56,501	56,501	56,502	56,502	56,502	273,025	579,121	-	-	-	-	1,191,007
Total Resources	1,785,688	1,785,688	309,924	303,681	301,537	292,636	298,540	301,451	525,180	1,059,543	1,004,444	1,004,444	1,004,444	1,004,444	1,444,578
EXPENSES:															
Materials & Services:															
7105 Property Insurance	35,000	35,000		8,689			8,690			9,602					26,981
7156 HVAC & Other major repairs	36,000	36,000	502	1,105	2,031	3,354	2,759	4,807	193	1,073					15,824
7XXX Other Materials & Services	168,600	168,600	23,485	10,094	24,615	8,487	3,385	5,732	5,808	5,667					87,273
Total Materials and Services	239,600	239,600	23,987	19,888	26,646	11,841	14,834	10,539	6,001	16,342	-	-	-	-	130,078
Capital Outlay:															
7169 BLM Requested Pass Through Exp															-
Gates															-
8116 BLM Improvements															-
Total Capital Outlay	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-
Debt Service															
8569 Banner Bank Loan	465,150	465,150	38,757	38,757	38,757	38,757	38,757	38,757	38,757	38,757					310,056
Transfers															
7627 Transfer to General Fund	400,000	400,000													-
7637 Transfer to Building Reserve Fund	50,000	50,000	-	0	-	-	-	-	-	-				50,000	50,000
Total Transfers	450,000	450,000	-	0	-	-	-	-	-	-	-	-	-	50,000	50,000
Total Expense (Requirements)	1,154,750	1,154,750	62,744	58,645	65,403	50,598	53,591	49,296	44,758	55,099	-	-	-	50,000	490,134
Excess (Deficiency)	401,250	401,250	(6,391)	(2,144)	(8,902)	5,904	2,911	7,206	228,267	524,022	-	-	-	(50,000)	700,873
Contingency / Cash Balance	630,938	630,938	247,180	245,036	236,134	242,038	244,949	252,155	480,422	1,004,444	1,004,444	1,004,444	1,004,444	954,444	954,444

Coos County Airport District
Cash Flow Analysis
Forecast - FY 2022-2023

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date	
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24	
DHS Fund																
4000	Beginning Cash on Hand	559,190	559,190	709,340	819,363	918,020	1,040,309	1,162,397	441,824	570,249	689,485	789,618	789,618	789,618	789,618	709,340
INCOME:																
4314	DHS APD Lease	296,730	296,730	24,666	24,666	24,666	24,666	24,666	24,666	24,666	24,666					197,328
4320	DHS CW & SS Lease	1,284,323	1,284,323	107,027	107,027	107,027	107,027	107,027	107,027	107,027	107,027					856,216
4010	Interest Income	30,000	30,000	2,364	2,873	3,165	3,779	2,069	2,095	2,146	2,345					20,836
4070	Finance charges - DHS CW & SS		-													-
4080	Reimbursements & Cost Shares		-	(508)	4,239	5,450			10,274		1,445					20,900
	Total Income	1,611,053	1,611,053	133,549	138,805	140,308	135,472	133,762	144,062	133,839	135,483	-	-	-	-	1,095,280
	Total Resources Available	2,170,243	2,170,243	842,889	958,168	1,058,328	1,175,781	1,296,159	585,886	704,088	824,968	789,618	789,618	789,618	789,618	1,804,620
EXPENSES:																
Materials & Services																
7105	Property Insurance	73,500	73,500		17,827			17,827			19,699					55,353
7XXX	Other Materials & Services	67,900	67,900	11,941	10,736	6,434	1,799	5,127	4,052	3,018	4,066					47,173
	Total Materials and Services	141,400	141,400	11,941	28,563	6,434	1,799	22,954	4,052	3,018	23,765	-	-	-	-	102,526
Capital Outlay																
8116	Minor Capital Repairs	5,000	5,000													-
Debt Service																
8572	OR Pac Bnk - Remodel	139,023	139,023	11,585	11,585	11,585	11,585	11,585	11,585	11,585	11,585					92,680
8573	IFA - Build to Suit	819,800	819,800					819,796								819,796
	Total Debt Service	958,823	958,823	11,585	11,585	11,585	11,585	831,381	11,585	11,585	11,585	-	-	-	-	912,476
Transfers:																
7457	Interfund loan repayment to General fund															-
	Transfer to General fund	400,000	400,000													-
7637	Transfer to Building Reserve Fund	100,000	100,000													-
		500,000	500,000	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Expense (Requirements)	1,605,223	1,605,223	23,526	40,148	18,019	13,384	854,335	15,637	14,603	35,350	-	-	-	-	1,015,002
	Excess (Deficiency)	5,830	5,830	110,023	98,657	122,289	122,088	(720,573)	128,425	119,236	100,133	-	-	-	-	80,278
	Unappropriated Ending Fund Balance	478,214	478,214													-
	Contingency / Cash Balance	86,806	86,806	819,363	918,020	1,040,309	1,162,397	441,824	570,249	689,485	789,618	789,618	789,618	789,618	789,618	789,618

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date	
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24	
BEC FUND																
4000	Beginning Cash on Hand	47,781	47,781	45,653	48,059	55,349	62,528	67,438	74,443	77,653	82,581	83,762	83,762	83,762	83,762	45,653
	INCOME:															
4010	Interest															-
4095	Insurance Proceeds															-
4313	BEC Rent Receipts	97,000	97,000	4,150	11,723	8,659	6,610	10,706	6,676	6,825	5,896					61,245
2510	Refundable Security Deposits			1,061												1,061
4507	Transfer in from Reserve Fund															-
	Total Income	97,000	97,000	5,211	11,723	8,659	6,610	10,706	6,676	6,825	5,896	-	-	-	-	62,306
	Total Resources	144,781	144,781	50,864	59,782	64,008	69,138	78,144	81,119	84,478	88,477	83,762	83,762	83,762	83,762	107,959
	EXPENSES:															
	Materials & Services:															
7105	Property Insurance	9,300	9,300		2,261			2,261			2,499					
7XXX	Materials and Services	41,550	41,550	2,805	2,172	1,480	1,700	1,440	3,466	1,897	2,216					17,176
2510	M&E - Return of Security Deposits	500	500													-
	Total Materials & Services	51,350	51,350	2,805	4,433	1,480	1,700	3,701	3,466	1,897	4,715	-	-	-	-	17,176
	Transfers Out															
7627	Transfer to General Fund	50,000	50,000												115,000	115,000
7637	Transfer to Building Reserve Fund	25,000	25,000												25,000	25,000
	Total Transfers	75,000	75,000	-	0	-	-	-	-	-	-	-	-	-	140,000	140,000
	Total Expense (Requirements)	126,350	126,350	2,805	4,433	1,480	1,700	3,701	3,466	1,897	4,715	-	-	-	140,000	164,197
	Excess (Deficiency)	(29,350)	(29,350)	2,406	7,290	7,179	4,910	7,005	3,210	4,928	1,181	-	-	-	(140,000)	(101,891)
	Contingency / Cash Balance	18,431	18,431	48,059	55,349	62,528	67,438	74,443	77,653	82,581	83,762	83,762	83,762	83,762	(56,238)	(56,238)

NOTES	FY 23-24	FY 23-24	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Yr to Date	
	Adopted Budget APPROVED	Adopted Budget REVISED	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	2023-24	
BUILDING RESERVE FUND																
4000	Beginning Cash on Hand	917,840	917,840	928,157	931,394	934,888	938,446	942,354	946,270	950,288	954,312	958,244	958,244	958,244	958,244	928,157
INCOME:																
4010	Interest	15,000	15,000	3,237	3,494	3,558	3,908	3,916	4,018	4,024	3,932					30,087
4512	Transfer from BEC Fund	25,000	25,000													-
4513	Transfer from BLM Fund	50,000	50,000													-
4514	Transfer from DHS Fund	100,000	100,000													-
4500	Transfer from Construction Fund	500,000	500,000													-
	Total Income	690,000	690,000	3,237	3,494	3,558	3,908	3,916	4,018	4,024	3,932	-	-	-	-	30,087
	Total Resources	1,607,840	1,607,840	931,394	934,888	938,446	942,354	946,270	950,288	954,312	958,244	958,244	958,244	958,244	958,244	958,244
EXPENSES:																
Transfers Out																
	Transfer to General Fund		-													-
	Transfer to BLM		-													-
	Transfer to BEC		-	0	-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlay	-	-	0	0	-	-	-	-	-	-	-	-	-	-	-
	Total Expense (Requirements)	-	-	0	0	-	-	-	-	-	-	-	-	-	-	-
	Excess (Deficiency)	190,000	190,000	3,237	3,494	3,558	3,908	3,916	4,018	4,024	3,932	-	-	-	-	30,087
	Reserved / Cash Balance	1,607,840	1,607,840	931,394	934,888	938,446	942,354	946,270	950,288	954,312	958,244	958,244	958,244	958,244	958,244	958,244

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, March 28, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTION OF GUESTS

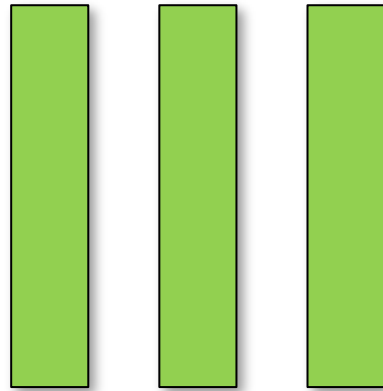
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PUBLIC COMMENTS

ADJOURN TO EXECUTIVE SESSION (ORS 192.660):

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, and to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e) and ORS 192.660(2)(h).

SECTION



Review of Invoices

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
6210	Employment Services					
6210		Cardinal Services, Inc.	1233746	1,436.40	Temporary Employees	
6210		Cardinal Services, Inc.	1233935	1,723.68	Temporary Employees	
6210		Cardinal Services, Inc.	1234130	1,532.16	Temporary Employees	
6210		Cardinal Services, Inc.	1234269	1,915.20	Temporary Employees	
Total:						\$ 6,607.44
6420	Health & Life Insurance					
6420		SDIS	03-0016001	24,960.89	Employee Health & Dental Benefits	
6420		Standard Insurance Company	ST153491-0001	863.15	Employee Life Insurance	
Total:						\$ 25,824.04
7105	Liability/Property Insurance					
7105		SDIS	CHG-9672759	759.00	Interim Invoice - Insurance for '23 F150	
Total:						\$ 759.00
7110	Legal Services					
7110		Melissa Cribbins, Attorney at Law	1220	1,597.50	Legal Council	
7110		Perkins Coie	6978009	3,335.46	Legal Services-ARFF	
7110		Perkins Coie	6992824	3,104.54	Legal Services-ARFF	
Total:						\$ 8,037.50
7120	Telephone/Communications					
7120		Cardmember Services	9554	0.99	Apple iCloud	
7120		Cardmember Services	5196	13.99	Case for Cell Phone	
7120		Comp-U-Talk, Inc.	26583	789.50	Email Accounts and Services	
7120		Douglas Fast Net	1242660	85.96	Hangar - Alarm Lines	
7120		Spectrum Enterprise	176614401	531.84	Control Account	
7120		US Cellular	852937859	667.17	Cell Phones	
7120		Zipty Fiber	007-5561.0	53.42	ATC Tower Ringdown	
7120		Zipty Fiber	751-8670.0	104.91	Old Terminal Elevator	
7120		Zipty Fiber	751-9092.0	182.56	BLM - Alarm Monitoring	
7120		Zipty Fiber	756-0201.0	114.00	DHS APD Alarm Monitoring	
7120		Zipty Fiber	756-2025.0	76.81	ATC Tower	
7120		Zipty Fiber	41-982-4757-083123-5	489.03	Terminal & ARFF Phones	
7120		Zipty Fiber	41-756-0267-071822-5	65.72	Terminal Elevator	
7120		Zipty Fiber	41-197-0133-062022-5	270.00	Monthly Invoice - 1241 Airport Way	
7120		Zipty Fiber	41-197-0220-062022-5	450.00	Monthly Invoice - Terminal	
7120		Zipty Fiber	41-197-0214-062122-5	270.00	Monthly Invoice - Hangar	
Total:						\$ 4,165.90
7125	Utilities					
7125		Coos Bay/North Bend Water Board	021064-028	41.70	1210 W. Airport Way-Fire	
7125		Coos Bay/North Bend Water Board	021064-024	150.09	1210 Airport Way	
7125		Coos Bay/North Bend Water Board	021086-001	27.53	Fuel Farm	
7125		Coos Bay/North Bend Water Board	021064-001	63.06	2450 Maple Leaf - Hannah	
7125		Coos Bay/North Bend Water Board	021064-005	53.26	1100 Airport Lane - Irrigation	
7125		Coos Bay/North Bend Water Board	021064-006	69.50	1100 Airport Lane - Fire	
7125		Coos Bay/North Bend Water Board	021064-007	108.01	1100 Airport Lane - Terminal	
7125		Coos Bay/North Bend Water Board	021096-001	88.79	1321 Airport Way (COIV Hangar)	
7125		Coos Bay/North Bend Water Board	021113-000	36.10	2346 Colorado Avenue - Irrigation	
7125		Coos Bay/North Bend Water Board	036535-001	71.63	1150 Airport Way - ATCT	

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7125		Coos Bay/North Bend Water Board	036536-001	41.70	1150 Airport Way - Fire	
7125		Coos Bay/North Bend Water Board	021584-000	187.51	2455 Maple Leaf - BEC	
7125		Coos Bay/North Bend Water Board	044105-001	41.70	1321 Airport Way (COIV Fire)	
7125		Coos Bay/North Bend Water Board	021064-009	301.14	21 Hydrants	
7125		Coos Bay/North Bend Water Board	021064-011	142.98	1300 Airport Lane - BLM	
7125		Coos Bay/North Bend Water Board	021064-017	137.65	1250 Airport Lane - BLM Warehouse	
7125		Coos Bay/North Bend Water Board	021064-013	55.60	1300 Airport Lane - BLM Fire	
7125		Coos Bay/North Bend Water Board	021064-014	286.29	1250 Airport Lane - BLM Warehouse	
7125		Coos Bay/North Bend Water Board	021064-020	27.53	1488 W Airport Way Dog Park	
7125		Coos Bay/North Bend Water Board	021064-021	27.53	2552 Colorado Ave Dog Park	
7125		Pacific Power	75274195-033 7	1,436.57	Fire Station	
7125		Pacific Power	75274195-001 4	3.65	Myrtle & California (Airport Hangars)	
7125		Pacific Power	75274195-002 2	74.45	Corner Broadway & California	
7125		Pacific Power	75274195-004 8	7,348.43	1100 Airport Lane - Terminal	
7125		Pacific Power	75274195-010 5	403.83	1155 W Airport Way - T Hangars	
7125		Pacific Power	75274195-012 1	28.69	Colorado & Arthur	
7125		Pacific Power	75274195-013 9	2,025.09	Old Terminal	
7125		Pacific Power	75274195-016 2	492.16	1321 W Airport Way - Main Hangar	
7125		Pacific Power	75274195-019 6	907.38	1200 Airport Way - Control Tower	
7125		Pacific Power	75274195-025 3	1,282.82	2455 Maple Leaf - BEC	
7125		Pacific Power	75274195-029 5	2,304.73	1300 Airport Lane - BLM	
7125		Pacific Power	75274195-030 3	2,456.60	1300 Airport Lane - BLM Warehouse	
7125		Pacific Power	75274195-036 0	21.57	1210 W Airport Way New Hangar Gate	
Total:						\$ 20,745.27
7126	Refuse Disposal					
7126		North Bend Sanitation	2047-6229808	307.77	BLM-Warehouse	
7126		North Bend Sanitation	2047-6534234	605.13	Business Enterprise Center	
7126		North Bend Sanitation	2047-6752795	758.04	Terminal	
7126		North Bend Sanitation	2047-91698409	307.77	BLM-Office	
7126		West Coast Recycling & Transfer	331094	48.00	Shop Debris	
7126		West Coast Recycling & Transfer	330637	32.00	Pallets	
7126		West Coast Recycling & Transfer	330443	48.00	Terminal Carpet	
7126		West Coast Recycling & Transfer	330607	48.00	Terminal Carpet	
7126		West Coast Recycling & Transfer	331313	19.00	Shop Cleanup	
7126		West Coast Recycling & Transfer	331277	19.00	Shop Cleanup	
Total:						\$ 2,192.71
7132	Payroll Services					
7132		Cardmember Services	5196	108.00	Intuit Payroll Services	
7132		Stephanie Stroud, CPA	1199	300.00	Payroll Services	
Total:						\$ 408.00
7135	Office Supplies					
7135		Cardmember Services	5196	12.87	Office Supplies	
7135		Cardmember Services	5196	35.08	Office Supplies	
7135		South Coast Office Supply	475372-0	79.74	Kyocera Copier	
Total:						\$ 127.69

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7137	Operational Tools & Supplies					
7137		ACE Hardware	035074-5	8.99	Maintnenance Tools	
7137		Bi-Mart	471266801	119.98	Binoculars for ATC	
7137		Bi-Mart	382460701	13.87	Screwdriver Sets	
7137		Bi-Mart	402060701	59.96	Batteries	
7137		Bi-Mart	404860701	174.93	Shovels	
7137		Coos Head Builders Supply	527625	36.08	Drywall Squares (2)	
7137		Oregon Pacific Company	529799	112.00	Jimmy Bars	
7137		Tri-County Plumbing	1-36605	64.54	Plumbing Supplies	
						Total: \$ 590.35
7138	Public Notifications					
7138		DJC Oregon	745677604	55.66	RFP - Audit Services	
						Total: \$ 55.66
7140	Janitorial Services/Supplies					
7140		Cardmember Services	5196	98.77	Janitorial Supplies	
7140		Cardmember Services	5196	43.99	Janitorial Supplies	
7140		Cardmember Services	5196	129.92	Janitorial Supplies	
7140		Cardmember Services	5196	64.79	Janitorial Supplies	
7140		Coastal Paper & Supply Inc	452145	40.82	Janitorial Supplies for BEC	
						Total: \$ 378.29
7151	Operating Fuel/Vehicles					
7151		Carson-Davis Oil Company	CP-00506363	1,301.13	Fuel - Operations Vehicles	
						Total: \$ 1,301.13
7153	Medical/Safety Hazard					
7153		Cardmember Services	9554	95.77	AED Equipment	
7153		Coastal Paper & Supply Inc	451553	25.55	MSDS Binder for ARFF	
7153		Coastal Paper & Supply Inc	451557	35.50	Rack for MSDS Binder - ARFF	
						Total: \$ 156.82
7155	Maint. Repairs/Equip./Vehicle					
7155		Coos Aviation	12613T	500.00	Light Bar Installation	
7155		Coos Aviation	12693T	500.00	Light Bar Installation	
7155		Coos Head Builders Supply	527604	31.34	Rags for Equipment Maintenance	
7155		Golders Bay Area Napa	152707	65.60	Vehicle Maintenance Supplies	
7155		Golders Bay Area Napa	154718	66.35	Equioment Maintenance Supplies	
7155		Graham Bay Area	249	131.92	Riding Mower Parts	
7155		Peterson Cat	PC520113212	18.50	SOS Kit	
						Total: \$ 1,313.71
7156	Maint. Repairs/Buildings					
7156		ACE Hardware	035139-5	6.47	Nuts and Bolts	
7156		ACE Hardware	035074-5	42.99	Toolkit for DHS Door Repair	
7156		ACE Hardware	035468-5	8.59	Drain Cleaner	
7156		Bi-Mart	405060701	25.96	Carpert Project Supplies	
7156		Cardmember Services	5196	378.49	Faucet for DHS	
7156		Cardmember Services	5196	(125.00)	Credit for DHS Door Hinge	
7156		Cardmember Services	5196	783.99	Water Bottle Fill Station Filters (12)	
7156		Coastal Paper & Supply Inc	450662	61.50	Clothes Hook	
7156		Comfort Flow Heating	113275546	5,456.00	DHS HVAC Filter Replacement	

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7156		Comfort Flow Heating	112282879	1,135.00	Terminal - Scheduled Maintenance	
7156		Comfort Flow Heating	118838309	336.00	Tower - Scheduled Maintenance	
7156		Comfort Flow Heating	119045748	357.50	Senior Center Repairs	
7156		Comfort Flow Heating	113284934	16,018.00	Terminal - Repairs	
7156		Comfort Flow Heating	154214468	1,290.72	Terminal - Repairs	
7156		Comfort Flow Heating	154623684	105.00	Terminal - Repairs	
7156		Comfort Flow Heating	154587877	210.00	DHS APD - Repairs	
7156		Comfort Flow Heating	118580805	4,018.00	DHS APD - Repairs	
7156		Coos Head Builders Supply	527347	41.57	Maintenance Supplies	
7156		Coos Head Builders Supply	527177	67.49	Maintenance Supplies	
7156		Coos Head Builders Supply	527316	26.39	Maintenance Supplies	
7156		Coos Head Builders Supply	527630	45.93	Paint Supplies for Terminal	
7156		Coos Head Builders Supply	527627	25.77	Maintenance Supplies	
7156		Coos Head Builders Supply	527362	75.91	Painting Supplies for Terminal	
7156		Coos Head Builders Supply	527435	92.32	Spray Texture for Terminal	
7156		Coos Head Builders Supply	527501	57.45	Beval Casing for Terminal Office	
7156		Coos Head Builders Supply	527628	16.13	Caulk and Putty for Terminal Office	
7156		Coos Head Builders Supply	527795	13.86	Supplies for Terminal Repairs	
7156		Coos Head Builders Supply	527796	2.29	Wallcovering Smoother	
7156		Coos Head Builders Supply	527410	5.03	Masking Paper	
7156		Coos Head Builders Supply	527541	142.16	Carpet Project Supplies	
7156		Coos Head Builders Supply	K27732	8.32	Carpet Project Supplies	
7156		Coos Head Builders Supply	K27719	36.59	Locks for DFN Gate	
7156		Coos Head Builders Supply	527968	2.64	Maintenance Supplies	
7156		Coos Head Builders Supply	528049	11.79	Carpet Project Supplies	
7156		Coos Head Builders Supply	528275	46.43	Shop Supplies	
7156		Gold Coast Security	177151	159.00	Service Call to Coos Aviation	
7156		Golders Bay Area Napa	152960	21.60	Liquid Gasket Maker	
7156		Golders Bay Area Napa	155777	56.94	Antifreeze for APD Genset	
7156		Kyle Electric, Inc.	SD5245108	1,073.75	Drinking Fountain Installation	
7156		Lawrence Van Hoof	899048	1,080.00	Elevator Sump Pump - Coos Aviation	
7156		Northwest Building Speacialists	20851	250.00	Terminal Entry Roofing Repair	
7156		O'Neill's Overhead Doors	95520D	900.00	Reach Hangar Door Repairs	
7156		Perry's Supply	286400	9.98	Plumbing Supplies for DHS	
7156		Perry's Supply	287797	23.26	Maintenance Shop Repairs	
7156		Perry's Supply	288091	15.99	BLM Toilet Repair	
7156		Perry's Supply	288446	114.99	Maintenance Shop Bathroom Fan	
7156		Perry's Supply	288838	8.05	Maintenance Shop Sink Repair	
7156		Peterson Cat	PC520113456	89.37	Parts for Terminal Generator	
7156		Schindler	8106490646	193.42	Monthly - DHS	
7156		Schindler	8106490646	193.42	Monthly - BLM	
7156		SecureCom	SD4227	437.25	Alarm Maintnenance - Terminal	
7156		SecureCom	SD4206	4,624.13	Alarm Maintnenance - Terminal	
7156		Sherwin Williams	5585-9	50.07	Drywall Supplies	
7156		Sherwin Williams	5647-7	73.59	Paint for Terminal	

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7156		Tom's Lock and Key	75180	45.00	Keys	
7156		Tom's Lock and Key	75189	48.00	Keys	
7156		Tri-County Plumbing	1-36435	102.18	Toilet Repair Kits (3) for DHS	
						Total: \$ 40,397.27
7158	Bldg. Maint. Contracts					
7158		Schindler	8106490646	3,167.12	Monthly - Terminal	
						Total: \$ 3,167.12
7160	Travel Expense					
7160		Coos County Airport District Staff	022924SK	146.06	Mileage Reimbursement	
7160		Coos County Airport District Staff	031824RC	286.08	SDAO Conference Travel	
7160		Coos County Airport District Staff	031824RC	237.70	OAMA Conference - Travel	
7160		Coos County Airport District Staff	031824RC	290.89	NWAAAE Conference - Travel	
						Total: \$ 960.73
7161	Meals & Lodging					
7161		Cardmember Services	9554	15.16	Food for Safety Meeting	
7161		Cardmember Services	5196	10.00	Food for Board Meeting	
7161		Cardmember Services	5196	20.10	Food for Board Meeting	
7161		Cardmember Services	5196	12.99	Food for Staff Event	
7161		Coos County Airport District Staff	022224SK	118.00	TSOC Network Conf Per Diem	
7161		Coos County Airport District Staff	031824RC	542.07	SDAO Conference Meals & Lodging	
7161		Coos County Airport District Staff	031824RC	238.53	OAMA Conference - Meals & Lodging	
7161		Coos County Airport District Staff	031824RC	513.26	NWAAAE Conference - Meal & Lodging	
						Total: \$ 1,470.11
7166	Building/Plant Supplies					
7166		Bi-Mart	382460701	16.76	Shop Supplies	
7166		Bi-Mart	404860701	20.25	Shop Supplies	
7166		Bi-Mart	476260701	36.13	Shop Supplies	
7166		Cardmember Services	9554	49.85	Breakroom Supplies	
7166		Cardmember Services	5196	91.54	Breakroom Supplies	
7166		Vend WestServices, Inc.	5374371	34.40	Water - Terminal	
7166		Vend WestServices, Inc.	4956011	15.00	Water Dispenser - BEC	
7166		Vend WestServices, Inc.	5445079	10.00	Water Dispenser - Tower	
7166		Vend WestServices, Inc.	5444265	10.00	Water Dispenser - Terminal	
7166		Vend WestServices, Inc.	5445129	15.00	Water Dispenser - BEC	
						Total: \$ 298.93
7167	Grounds/Roadway Supplies					
7167		Coos Head Builders Supply	527328	662.52	Playground Equipment Installation	
7167		Coos Head Builders Supply	527495	(135.00)	Concrete Pallet Returns (3)	
7167		Coos Head Builders Supply	527602	(80.00)	Concrete Pallet Returns (2)	
7167		Coos Head Builders Supply	527430	318.64	Concrete for Park Project	
7167		Coos Head Builders Supply	527458	358.64	Concrete for Park Project	
7167		Coos Head Builders Supply	527553	267.60	Concrete for Park Project	
7167		Coos Head Builders Supply	527690	15.00	Concrete Pallet Deposit	
7167		Roto-Rooter	117208SC	80.00	Monthly Sanican Service - T Hangar	
						Total: \$ 1,487.40

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7179	Certification					
7179		Cardmember Services	5196	84.99	Drone Battery	
7179		West Coast Fencing	I-14273	2,290.00	Coos Aviation Gate Repair	
						Total: \$ 2,374.99
7180	Staff Training					
7180		Coos County Airport District Staff	031524RS	195.00	DEQ Training	
7180		Coos County Airport District Staff	031824RC	125.00	OAMA Conference - Tuition	
7180		Coos County Airport District Staff	031924CB	2,418.00	Tuition Reimbursement	
						Total: \$ 2,738.00
7181	Promo & Marketing					
7181		Cardmember Services	5196	20.00	Mailchimp Monthly Invoice	
7181		Cardmember Services	5196	30.00	Meta	
7181		Cardmember Services	5196	19.99	Hangar Advertising	
7181		Cardmember Services	5196	176.65	Meta	
7181		KEZI - TV	227449	1,220.00	Air Service Advertising	
						Total: \$ 1,466.64
7184	Contracted Services					
7184		CNB Security Inc	11220	600.00	Uniform Security-February	
						Total: \$ 600.00
7185	Security/Background - FBI					
7185		Cardmember Services	5196	1,000.00	Security Badging Services	
						Total: \$ 1,000.00
7192	Promotional/Clothing					
7192		BnT Promotional Products	5240735	246.88	Employee Uniforms	
						Total: \$ 246.88
7195	Professional Services					
7195		Geotechnical Resources, Inc	34706	2,577.50	Pavement Management Plan	
						Total: \$ 2,577.50
7196	Fire Service					
7196		Cardmember Services	9554	198.23	Lodging for ARFF Training	
7196		Cardmember Services	9554	198.23	Lodging for ARFF Training	
7196		Cardmember Services	9554	60.00	Baggage Fees for ARFF Training	
7196		Cardmember Services	9554	60.00	Baggage Fees for ARFF Training	
7196		Cardmember Services	9554	74.00	Parking Fees for ARFF Training	
7196		Cardmember Services	9554	499.20	Air Fare for ARFF Training	
7196		Cardmember Services	9554	482.82	Lodging for ARFF Training	
7196		Cardmember Services	5196	339.53	Smoke Grenades	
7196		Coos Head Builders Supply	528169	1.14	Nuts for Fire Truck	
7196		DFW Fire Training Research Center	12364	1,450.00	Fire Training - DFW Airport	
7196		Golders Bay Area Napa	151543	9.44	Mechanic Tool	
7196		Industrial Source	2252696	252.14	9 High Pressure, 2 Ace Canisters	
7196		Industrial Steel	423636	3.76	Nuts and Bolts	
						Total: \$ 3,628.49
7201	Finance Charges					
7201		Northwest Building Speacialists	20851	5.00	Late Fee	
						Total: \$ 5.00

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO March 22, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
8340	AIP Projects					
8340		Ardurra	230521-3	31,430.87	OTH Reconstruct Apron	
8340		Ardurra	230236-5	34,981.36	OTH RSA Bulkhead Design	
8340		Mead & Hunt	364551	2,561.88	ARFF Station 2019 CA	
8340		SCCS	24-0006	4,000.00	Owner Rep/Project Management	
8340		SCCS	24-0007	4,000.00	Owner Rep/Project Management	
8340		Scott Partney Construction	26	171,112.22	ARFF Building	
						Total: \$ 248,086.33
8540	Interest Expense					
8540		Banner Bank	72199938	13,626.09	Refinance Loan - Interest	
8540		Oregon Pacific Bank	7113075	3,477.63	DHS APD Remodel Loan (Interest)	
						Total: \$ 17,103.72
8555	Debt Service					
8555		Banner Bank	72199938	43,207.91	Refinance Loan - Principal	
						Total: \$ 43,207.91
8572	Debt Service - APD					
8572		Oregon Pacific Bank	7113075	8,107.58	DHS APD Remodel Loan	
						Total: \$ 8,107.58
8573	Debt Service - CW/SSP					
						Total: \$ -
					TOTAL INVOICES	\$ 451,588.11

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO MARCH 26, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
					PRIOR TOTAL INVOICES	\$ 451,588.11
6210	Employment Services					
6210		Cardinal Services, Inc.	1234477	1,879.29	Temporary Employees	
					Total:	\$ 1,879.29
6420	Health & Life Insurance					
6420		Standard Insurance Company	ST153491-0001	1,139.31	Employee Life Insurance	
					Total:	\$ 1,139.31
7120	Telephone/Communications					
7120		Spectrum Enterprise	176614401	362.62	Tower Phone/Internet	
7120		ZiPLY Fiber	71-711-0652-110823.5	381.10	Monthly Invoice - Terminal WiFi	
					Total:	\$ 743.72
7125	Utilities					
7125		Coos Bay/North Bend Water Board	021086-001	27.53	Fuel Farm	
7125		Coos Bay/North Bend Water Board	021064-021	27.53	2552 Colorado Ave - West Dog Park	
7125		Coos Bay/North Bend Water Board	021064-020	27.53	1488 W Airport Way - East Dog Park	
7125		Coos Bay/North Bend Water Board	021113-000	36.10	2346 Colorado Avenue - Irrigation	
7125		Coos Bay/North Bend Water Board	036536-001	41.70	1150 Airport Way - ATCT	
7125		Coos Bay/North Bend Water Board	044105-001	41.70	1321 Airport Way (COIV Fire)	
7125		Coos Bay/North Bend Water Board	021064-005	53.26	1100 Airport Lane - Terminal	
7125		Coos Bay/North Bend Water Board	021064-013	55.60	1300 Airport Lane - BLM Fire	
7125		Coos Bay/North Bend Water Board	021064-001	63.54	2450 Maple Leaf - Hannah	
7125		Coos Bay/North Bend Water Board	021064-006	69.50	1100 Airport Lane - Terminal	
7125		Coos Bay/North Bend Water Board	036535-001	72.18	1150 Airport Way - ATCT	
7125		Coos Bay/North Bend Water Board	021096-001	89.34	1321 Airport Way (COIV Hangar)	
7125		Coos Bay/North Bend Water Board	021064-007	114.89	1100 Airport Lane - Terminal	
7125		Coos Bay/North Bend Water Board	021064-017	138.13	1250 Airport Lane - BLM Warehouse	
7125		Coos Bay/North Bend Water Board	021064-011	142.92	1300 Airport Lane - BLM	
7125		Coos Bay/North Bend Water Board	021584-000	195.71	2455 Maple Leaf - BEC	
7125		Coos Bay/North Bend Water Board	021064-009	301.14	21 Hydrants	
7125		Coos Bay/North Bend Water Board	021064-014	455.00	1250 Airport Lane - BLM Warehouse	
7125		NW Natural	4119181-8	153.78	Natural Gas	
7125		NW Natural	2957795-4	300.08	Natural Gas	
7125		NW Natural	1872182-9	1,525.09	Natural Gas	
					Total:	\$ 3,932.25
7140	Janitorial Services/Supplies					
7140		Coastal Paper & Supply Inc	452573	71.00	Janitorial Supplies for ATC and BEC	
					Total:	\$ 71.00

**COOS COUNTY AIRPORT DISTRICT
INVOICES TO MARCH 26, 2024**

ACCOUNT #	ACCOUNT NAME	VENDOR NAME	INVOICE #	AMOUNT	DESCRIPTION	TOTALS
7156	Maint. Repairs/Buildings					
7156		ACE Hardware	035530-5	129.98	Propane Tanks - Maintenance Shop	
7156		ACE Hardware	035529-5	259.98	Propane Heater - Maintenance Shop	
7156		Comfort Flow Heating	119053735	417.88	REACH - Scheduled Maintenance	
7156		Comfort Flow Heating	154771035	1,188.00	ARFF - Scheduled Maintenance	
7156		Coos Head Builders Supply	528024	13.98	TSA Window Tools	
7156		Coos Head Builders Supply	514420	15.47	DHS Door Repair	
7156		Coos Head Builders Supply	528401	32.09	Supplies for Maintenance Shop Repairs	
7156		Coos Head Builders Supply	528471	41.18	Supplies for Maintenance Shop Repairs	
7156		Coos Head Builders Supply	528335	308.99	Supplies for Maintenance Shop Repairs	
7156		Kyle Electric, Inc.	SD5245132	251.14	APD Light Repairs	
7156		Perry's Supply	288862	5.50	Catapillar Spacers	
7156		Peterson Cat	2974554	2,030.01	Terminal Generator Repairs	
7156		Platt	5A54185	29.01	Wiring Equipment	
						Total: \$ 4,723.21
7166	Building/Plant Supplies					
7166		Vend WestServices, Inc.	5464963	18.70	Water - BEC	
						Total: \$ 18.70
8540	Interest Expense					
8540		Banner Bank	72199938	13,500.18	Refinance Loan-Interest	
						Total: \$ 13,500.18
8555	Debt Service					
8555		Banner Bank	72199938	43,333.82	Refinance Loan- Principal	
						Total: \$ 43,333.82
					TOTAL INVOICES	\$ 520,929.59

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, March 28, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

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Next Regular Board Meeting April 25, 2024	

PUBLIC COMMENTS

ADJOURN TO EXECUTIVE SESSION (ORS 192.660):

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, and to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e) and ORS 192.660(2)(h).

SECTION

IV

Staff Reports

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, March 28, 2024

- Operations Agent Barnes has accepted a management position at Bremerton National Airport in Washington, and will be resigning his position with CCAD, effective March 31, 2024.
- CCAD has hired Travis Mickelson to fill the vacant Operations Agent position. Travis had been working as a temp employee for the District for the past 3 months. He has begun his EMR training, and will attend ARFF school in April.
- Operations Agent Eley is also currently enrolled in EMR training. Additionally, he received the highest grade in his class when he attended ARFF school in March.
- The terminal carpet replacement project wrapped up in early March.
- The chiller unit at the airport terminal has suffered mechanical issues in recent months. Repairs were completed and the unit is functioning at this time.
- The FAA sent a team to OTH on March 18th to begin feasibility testing for the potential relocation of the Glide Slope equipment. Prior to its arrival, the plane that was going to be used in connection with the test had an issue and was unable to make the trip, necessitating that the test be rescheduled.
- Coos Watershed Association surveyed portions of the airport property along the runway to look for the growth of any Cordgrass, an invasive plant species. Only one plant was found and disposed of. The team will return for another survey next year to confirm that these plants don't have an opportunity to take hold in the area.
- The electrical system in the recently purchased Genie Lift was damaged during transit. The seller has accepted responsibility, and the lift was picked up on March 19th and brought to Eugene for repairs.
- The old terminal generator motor has failed. Staff is working to find repair options.
- The roller for the REACH hangar door has broken and is undergoing repairs.
- A leak in the pipes of the fire alarm system at the BLM complex was noted earlier in the month. Repairs are nearing completion.

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, March 25, 2024

- **Update on Grant Applications:**

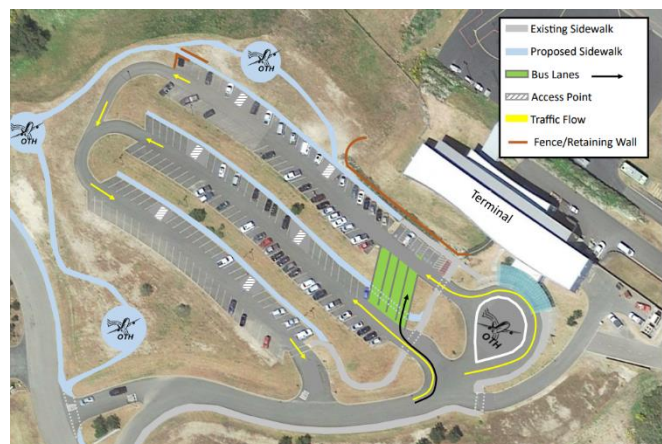
Following the February 25, 2024, CCAD Board meeting, staff submitted two grant applications; Connect Oregon Grant and a RAISE Grant.

- **Connect Oregon Grant** – This grant application seeks \$3 million in Connect Oregon funds. If awarded, this grant will complement the \$2 million already secured, consisting of funds from our FAA Airport Improvement Program (AIP) and the Bipartisan Infrastructure Law (BIL) grant. These funds are earmarked for launching phase two of the reconstruction project for our 80-year-old apron. Please refer to the attached image detailing the apron's current state and the proposed locations for both phase one and, pending funding approval, phase two of the reconstruction project.



We anticipate receiving a response regarding our grant request in October or November of this year.

- **RAISE Grant** – We have requested \$1.4 million in funding from the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program to support our parking lot terminal reconfiguration project. This initiative is designed to improve traffic flow and enhance pedestrian safety by implementing dedicated parking lanes for shuttle buses and constructing sidewalks around the parking lot perimeter.



- **AIP Entitlement Grant** – On 03/22/24, Deputy Director Brittsan, with the assistance of our engineering firm of record, ARDURRA, submitted a formal request for CCAD’s annual Airport Improvement Program (AIP) funding allocation. The Airport Improvement Program (AIP) provides grants to public agencies like CCAD for the planning and development of public-use airports included in the National Plan of Integrated Airport Systems (NPIAS). This year’s AIP grant request is for \$1.2M and will fund 50% of phase 1 of the apron reconstruction project.
- **BIL Grant** – On 03/22/24, Deputy Director Brittsan, with the assistance of our engineering firm of record, ARDURRA, submitted a formal request for a Bipartisan Infrastructure Law grant (BIL grant). For a third consecutive year, the FAA has allocated \$2.89 billion to U.S. airports. To date, nearly \$9 billion in Airport Infrastructure Grant (AIG) funding has been distributed to airports nationwide. Over the past two fiscal years (FY22 and FY23), we received a total of \$2,017,265.00, which was utilized for the construction of the new apron. This fiscal year (FY24), we anticipate receiving \$1,011,633, which will supplement AIP funds and CCAD’s match for phase 1 of the apron reconstruction project.

- **Grant Opportunities Being Evaluated:**

- **Federal Carbon Reduction Program Grant.** The Oregon Department of Transportation is opening a competitive grant program for carbon reduction on March 1. The application window closes on May 31. The state’s Carbon Reduction Program (CRP) is specific to transportation-related projects that reduce greenhouse gas emissions. This is the second funding opportunity for the CRP, which will distribute \$82 million over five years to transportation projects in Oregon. Potential projects under consideration include the installation of EV charging stations, and the establishment of pedestrian pathways.
- **Oregon Community Paths Grant (OCP).** The Off-System Path (OSP) program under the OCP (Off-System Construction Program) invests in facilities that are not primarily located on or along roadways. These off-system paths typically consist of pedestrian and bicycle paths or segments. Applicants are required to provide a match of 10.27% of the grant amount.

Pre-applications for the OSP program are scheduled to be accepted between August 1 and September 15 of this year. Following this, full application submissions will be accepted between November 1, 2024, and January 15, 2025.

Potential projects eligible for funding include the upgrading and asphaltting of the CCAD trail system, as well as the addition of benches and trash receptacles to enhance user experience. Furthermore, consideration could be given to expanding the trail system by establishing a connection into Airport Heights Park. Additionally, paths and viewing areas around the terminal parking lot could be included in the project scope to improve accessibility and amenities for airport users and visitors.

- **USDOT FY24 Safe Streets and Roads for All Funding.** Program Overview: The fiscal year (FY) 2024 SS4A grant program allocates funds on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives aimed at preventing fatalities and serious injuries on roads and streets involving all roadway users. This encompasses pedestrians, bicyclists, public transportation, personal conveyance, micromobility users, motorists, and commercial vehicle operators.

Applicants are required to provide a match of 20% of the grant amount. The deadline for grant submission is May 16, 2024.

Potential projects eligible for funding include the implementation of sidewalks, bike lanes, lighting enhancements, and pavement upgrades for Airport Lane. These initiatives aim to improve safety and accessibility for all road users, aligning with the program's objectives of reducing accidents and injuries on roadways.

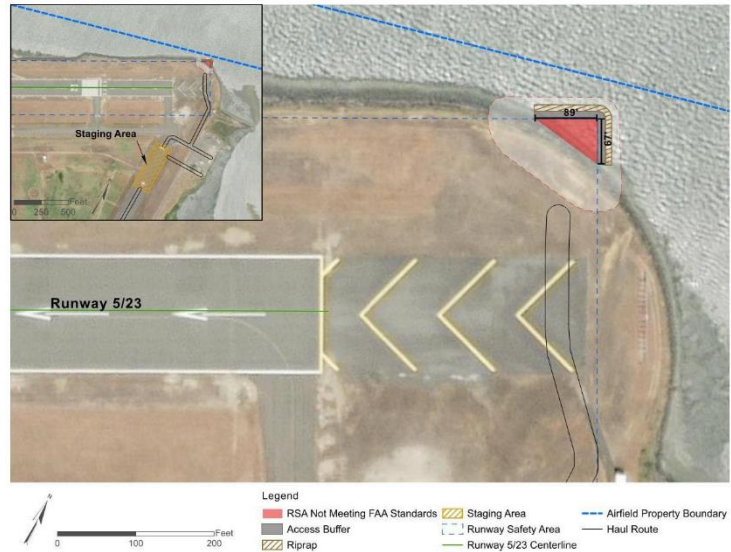
- **Update on Current / Completed Projects:**

- **Apron Reconstruction Design** - The airport apron, constructed over 80 years ago during World War II, spans 300,000 square feet and plays a crucial role in facilitating safe and efficient aircraft operations. However, its age and outdated construction methods pose a significant risk, with deterioration evident. A potential failure could disrupt access to vital facilities such as Reach Air Medical, the ARFF Station, the Main Hangar, and the Connect Oregon VIII funded aircraft parking apron, thereby jeopardizing both airport operations and emergency services.

The estimated cost to replace the entire apron stands at \$23 million. Currently, we have secured a little over \$2 million in federal grants to commence the replacement of select sections of the apron. On March 19, 2024, Deputy Director Brittsan conducted a meeting with our engineer of record to review the preliminary designs, which are approximately 90% complete. Our next steps involve publishing a request for quotes (RFQ) within the next couple of weeks to meet the deadlines for the FAA spring grant process.

- **Runway Safety Area / Airport Boundary Survey**

- The Runway Safety Area (RSA) located on the east side of runway 5 currently does not meet FAA size requirements. We are currently in the design phase for the project, which we anticipate will be completed by September 2024. However, due to state regulations regarding in-water work, which limit activity to the period between October and February, we expect that the construction phase will not commence until late 2025.



- The airport property originally transferred to the City of North Bend in the late 1940s encompassed a larger area than its current size, with certain portions of land being surplus by the city several decades ago. Both the District and the FAA prioritize the need for an accurate boundary survey of District property.

As part of the scope of work for the Runway Safety Area (RSA) project, updating the boundary survey is included. We anticipate the completion of the airport boundary survey portion of the project within the next month, ensuring that we have precise and up-to-date information regarding the boundaries of District property.

- **New Cargo Facility** - We are initiating the design phase for our new cargo facility, a project partly funded by a Connect Oregon grant. A portion of these funds has already been utilized for the construction of the new apron. With \$1.5 million remaining from the grant allocated for the cargo facility, it is imperative that we utilize these funds by 2025. Thus, prompt commencement of the design phase is essential to progress towards construction. We anticipate receiving a scope of work (SOW) from ARDURRA soon for the design phase, pending Board approval.

However, the start of the design phase has encountered a delay due to a new environmental evaluation requirement from the National Marine Fisheries Service (NMFS). This evaluation has been prompted by concerns regarding the potential impact of chemicals and microparticles from tires on tidally influenced waterways, which could affect endangered species. The new environmental evaluation process could potentially extend the planning and design timeline by up to a year if required.

Based on ongoing discussions, it has been suggested that we can avoid the NMFS environmental evaluation requirement by implementing a bioswale system to keep and process stormwater runoff. This alternative approach would alleviate concerns regarding potential impacts on waterways and endangered species, potentially expediting the design phase timeline. We will continue to explore this option as we progress with the project.

- **Glide Slope Relocation Evaluation** – It has come to our attention that the current positioning of the glideslope shed at Southwest Oregon Regional Airport is not in compliance with FAA guidelines, as it is located too close to the runway relative to the permitted size of aircrafts for landing operations. The FAA is presently assessing the feasibility of relocating the shed to ensure adherence to safety regulations. Should relocation be deemed feasible, subsequent phases involving design and construction will follow suit.

Conversely, if relocation proves unfeasible, the FAA may grant an exception, allowing the glideslope shed to remain in its current location. Testing of the new Glide Slope equipment placement is anticipated to take place during the week of April 1st. We will continue to provide updates as developments unfold.

- **Airport Master Plan Update** - An airport master plan serves as a comprehensive roadmap for the long-term development of the airport. Key objectives of a master plan include:
 - To provide a graphic representation of existing airport features, future airport development and anticipated land use.
 - To establish a realistic schedule for implementation of the proposed development.
 - To identify a realistic financial plan to support the development.
 - To validate the plan technically and procedurally through investigation of concepts and alternatives on technical, economic and environmental grounds.
 - To prepare and present a plan to the public that adequately addresses all relevant issues and satisfies local, state and federal regulations.
 - To establish a framework for a continuous planning process.

The most recent Master Plan for CCAD was completed in 2013. FAA guidelines recommend evaluating plans every five years and updating them every seven to ten years. Given the elapsed time since our last update, updating the master plan has been included in FAA's recent capital improvement plan for CCAD, with a projected start date of 2025.

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, March 28, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTION OF GUESTS

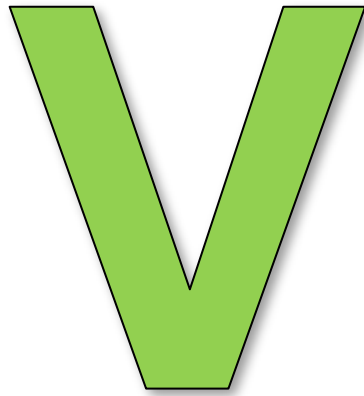
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PUBLIC COMMENTS

ADJOURN TO EXECUTIVE SESSION (ORS 192.660):

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, and to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The executive session is being held pursuant to ORS 192.660(2)(e) and ORS 192.660(2)(h).

SECTION



Action Items

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Acceptance of the 2022/2023 FY Annual Audit Report

BACKGROUND:

Pauly, Rogers, and Co., P.C. was retained by the Coos County Airport District's Board of Commissioners to provide 2022/2023 fiscal year annual audit services. On March 8, 2024 Pauly, Rogers delivered the audit information in a document entitled, "Financial Report for the year ended June 30, 2023" to the Airport District and the Secretary of State.

In substance the report conveyed the following:

1. Audit opinion letter - An unmodified opinion on the basic financial statements has been issued. An unmodified audit opinion, also known as a clean opinion, is the most favorable type of opinion issued by an auditor after completing an audit of an organization's financial statements. It indicates that the financial statements are free from material misstatements and are presented fairly in accordance with the applicable financial reporting requirements.
2. State minimum standards –No exceptions or issues requiring comment were found.
3. Federal Awards - One issue of non-compliance and no questioned costs were identified.
4. Management letter – A material weakness and significant deficiency were noted in the Schedule of Findings and Questioned Costs.
 - a. The "material weakness" related to an incorrect end of year amount listed in the accounting of the Airport Improvement Program. The identified error has been corrected.
 - b. It was the opinion of the auditor that the District was not adequately prepared for the audit at the agreed upon date which led to the "significant deficiency" listed in the report.

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Accept the 2022/2023 Fiscal Year Annual Audit Report

MOTION:

Motion to Accept the 2022/2023 Fiscal Year Annual Audit Report.



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. Tigard, OR 97223
(503) 620-2632 (503) 684-7523 FAX
www.paulyrogersandcocpas.com

February 29, 2024

To the Board of Commissioners
Coos County Airport District
Coos County, Oregon

INDEPENDENT AUDITORS' REPORT

Opinions

We have audited the accompanying basic financial statements of the Coos County Airport District, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Coos County Airport District, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Coos County Airport District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

The District adopted new accounting guidance, *GASB Statement No. 96, Subscription-Based Information Technology Agreements* during the fiscal year under audit. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coos County Airport District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Coos County Airport District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Coos County Airport District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the other information, as listed in the table of contents, and the listing of board members containing their term expiration dates, located before the table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards*, we have also issued our report dated February 29, 2024 on our consideration of the internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance.

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated February 29, 2024, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



Tara M. Kamp, CPA
PAULY, ROGERS AND CO., P.C.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Proposed Budget Calendar

BACKGROUND:

Each year, the District staff prepares a proposed budget calendar for the Commissioners' consideration. The purpose of this calendar is to establish a timeline and framework for the development, review, and approval of the District's budget. It serves as a vital planning tool, ensuring that all necessary steps in the budgeting process are completed in a timely manner, that key stakeholders are engaged at appropriate stages, and that the members of the District's Budget Committee are informed of the scheduled meetings.

The proposed budget calendar for the FY 2024/2025 budget process is attached and if approved by the Board, schedules meetings in the evening during the months of May and June. The Board of Commissioners' public hearing on the budget is set for their June 27, 2024 meeting. Evening meetings are intended to accommodate citizen budget committee members.

This proposed schedule will allow for publication and submission to the County and Department of Revenue before July 15, 2024, as required by Oregon Budget Law.

FISCAL IMPACT:

Planning for future funding of the 2024/2025 fiscal year.

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Staff recommends approving the proposed budget calendar.

MOTION:

Motion to approve the Budget Calendar for FY 2024/2025.

COOS COUNTY AIRPORT DISTRICT

Budget Calendar

Fiscal Year 2024/2025

- March 28, 2024** Board of Commissioners approves the Budget Calendar, appoints new members to fill the vacant positions on the Budget Committee and appoints a Budget Officer.
- April 24, 2024** Send Notice of first Budget Committee meeting to be published on May 1, 2024 and May 8, 2024 (Requirement is to publish twice, 5 to 30 days prior to the meeting, separated by at least 5 days).
- May 15, 2024** **First** Budget Committee meeting at 5:30 p.m. located in the District Board Room located at 1100 Airport Lane, North Bend.
- May 16, 2024** Send Notice of second Budget Committee meeting to be published on May 22, 2024 (Requirement is to publish as a normal public meeting, 5 days prior to the meeting and on the Website 10 days prior to the meeting).
- May 29, 2024** **Second** Budget Committee meeting at 5:30 p.m. located in the District Board Room located at 1100 Airport Lane, North Bend.
- May 30, 2024** Upload Notice of the third Budget Committee meeting to the Website.
- June 5, 2024** **Third** Budget Committee meeting at 5:30 p.m. located in the District Board Room located at 1100 Airport Lane, North Bend.
- June 6, 2024** Send Notice of Budget Hearing & Budget Summary to be published on June 14, 2024 (Requirement is to publish once, not less than 5 days and not more than 30 days prior to the Hearing).
- June 27, 2024** Public Hearing for FY 2024/2025 Budget at 7:30 a.m. located in the District Boardroom, 1100 Airport Lane, North Bend.
- June 27, 2024** Board of Commissioners meeting, with Resolution to Adopt the Budget approved by the Budget Committee, make Appropriations, Certify Tax Rate and Amount and Categorize Taxes for FY 2024/2025 (required by June 30, 2024)

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Budget Committee Appointments

BACKGROUND:

In compliance with Oregon's Budget Law (ORS Chapter 294), the Budget Committee of the Coos County Airport District (CCAD) is composed of ten members, comprising the five duly elected District Commissioners and five community volunteers. Currently, the terms of two community volunteers have expired, prompting the Board to appoint two individuals to fill these vacancies.

Following the publication of a notification in the local newspaper and on the District's website, the Board received five applications from the citizens listed below, all expressing their interest in serving on the Budget Committee.

- Karen Collell
- Brian Davis
- Kelsey Guenther
- Linnea Kircher
- Timm Slater

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Utilizing a ballot process, the Board will select and appoint two of the five applicants to serve on the Budget Committee for a three-year term.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Appointment of Budget Officer

BACKGROUND:

In accordance with Oregon's Budget Law (ORS Chapter 294), the Board of Commissioners of a Special District is mandated to appoint a Budget Officer for each budget cycle. This individual carries the responsibility of ensuring the efficient execution of the budgeting process.

The primary duty of the Budget Officer is to oversee the preparation of the District's proposed budget which includes analyzing expenditure forecasts, and projecting revenue to craft a balanced and strategic budget proposal.

Moreover, the Budget Officer is tasked with composing a comprehensive budget message. This message serves to provide context to the proposed budget, explaining the rationale behind financial decisions and outlining key priorities and initiatives.

Additionally, the Budget Officer is required to present the proposed budget to the District's Budget Committee. Throughout this process, they must facilitate productive discussions, address committee inquiries, and collaborate with members to ensure a thorough understanding of the budget proposal.

Furthermore, the Budget Officer plays a crucial role in ensuring that any changes made by the Budget Committee to the proposed budget are duly amended before presenting the approved Budget Committee budget to the Board of Commissioners for adoption.

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Board appointment of Executive Director as the Budget Officer for the FY 2024/2025 budget process.

MOTION:

Motion to approve the Executive Director as the Budget Officer for the FY 2024/2025 budget process.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Aviation Consulting Services Agreement

BACKGROUND:

The process of attracting and selecting new aviation routes is a multifaceted and strategic undertaking. Airports nationwide often engage aviation consulting firms, comprised of subject matter experts, to assist in the attraction, expansion, and retention of air services.

For several years, CCAD has collaborated with Jack Penning, President of Volaire Aviation Consulting, in this capacity. During recent discussions with Mr. Penning, it has come to light that our current contract with his firm operates on a contingency basis. Under this arrangement, compensation is contingent upon the successful development of new routes, with a predetermined fee per passenger enplanement over a specified period.

However, in light of the ongoing challenges posed by the Covid-19 pandemic on the aviation industry, as well as nationwide shortages of pilots and ground crew personnel, and the necessity for Mr. Penning's expertise in evaluating proposals from small shuttle service providers, it has become apparent that adjustments to our existing agreement are warranted.

Attached, please find a revised agreement that incorporates hourly compensation for services rendered, alongside incentives for the procurement of new routes. This updated arrangement aims to better align with evolving market condition and with CCAD's needs.

FISCAL IMPACT:

The CCAD District Budget Committee approved a budget designating \$50,000 in the current budget which was adopted by the CCAD Board of Commissioners. No funds have been expended as of yet and staff believes there is more than sufficient funds to cover related costs for services.

LEGAL CONSIDERATION:

The consulting agreement with Volaire Aviation Consulting has been thoroughly reviewed and revised with the help of CCAD's legal counsel.

RECOMMENDATION:

Staff recommends approving the consulting services agreement with Volaire Aviation Consulting.

MOTION:

Approve the consulting agreement with Volaire Aviation Consulting and to authorize the Executive Director to sign the agreement.

CONSULTING SERVICES AGREEMENT

This Consultancy Agreement (the “Agreement”) is made and entered into by and between Volaire Aviation, Inc. (the “Consultant”) and Coos County Airport District in North Bend, Oregon (the “Airport”) (hereinafter referred to individually as a “Party” and collectively as “the Parties”).

1. Engagement and Services

(a) Engagement. The Airport hereby engages the Consultant to provide and perform the services set forth in this section of the Agreement (the “Services”), and the Consultant hereby accepts the engagement.

Jack Penning, Managing Partner, will be assigned as Consultant’s project lead. He will be assisted by Tim Sieber, Director, Air Service Development.

(b) Term. This agreement will begin upon signing and be in effect through December 31, 2025. It may be extended by Airport in 12-month periods by written notice.

(c) Scope of Work. Airport can commission each of the following projects at its discretion. Each project will be invoiced separately upon completion. Airport is under no obligation to commission any of the following projects.

1) Airline headquarters meetings and presentations

Consultant will prepare all materials for airline headquarters meetings, including a specific business case for targeted service. Presentations will include specific demographic analysis of the airport catchment area, economic analysis of the market region, overview of current airline market conditions, and a specific business case and analysis of proposed new service or expanded service.

Consultant will attend all airline headquarters meetings with Airport and present the full business case for current, new, and expanded service.

Consultant will provide all requested follow-up information requested by the airline following the meeting.

2) Air service development conference meetings

Consultant will work with Airport to identify target airlines for meetings and to identify which conferences Airport should attend. Consultant will work with conference organizers to schedule meetings.

Consultant will prepare all materials for airline conference meetings, including a specific business case for targeted service. Presentations will include specific demographic analysis of the airport catchment area, economic analysis of the market region, overview of current airline market conditions, and a specific business case and analysis of proposed new service or expanded service.

Consultant will attend all airline conference meetings with Airport and present the full business case for current, new, and expanded service.

Consultant will provide all requested follow-up information requested by the airline following the meeting.

3) Community/board presentations

Consultant will present to community organizations and the Airport District board and/or membership. Presentation will include detail on TUS air service performance, benchmarking against peer airports, state of the industry information that could impact TUS air service, goals and opportunities, and calls for action, as requested by Airport.

4) Ad hoc intelligence gathering

Consultant will keep Airport up to date on industry information, including new service opportunities, discussions, or specific developments affecting TUS' positioning with the airlines. Consultant will keep in communication with airlines about TUS opportunities as opportunities for casual interface arise.

5) Ad hoc analysis and reporting

Consultant can provide data reporting at Airport's request, including Department of Transportation data analysis, data from Sabre MIDT, and data from Airline Reporting Corporation (ARC).

6) On-call consulting

Consultant will be available for meetings with Airport leadership, on site, or virtually, depending on the preference of the Airport. Consultant will be available for text messages and phone calls regarding air service development.

2. Consultancy Fee and Expenses

(a) Hourly On-Call Fee Schedule. Airport is under no obligation to commission any of the projects included in this Agreement. If commissioned, either verbally or in writing, work will be invoiced, upon completion, at \$200 per hour, which is a discount to the standard hourly rate of \$250 per hour, due to the incentives built into the Agreement, see Section 2(b).

(b) Incentive-Based Compensation. In exchange for the hourly rate discount, Consultant will be eligible for incentive bonuses based on success in the recruitment of new and expanded service. Bonuses will apply to each new route *announced* during the term of this Agreement, provided Consultant prepared materials or committed by the airline to the expansion or initiation of service to Airport in writing.

Specifically, Consultant will invoice Airport a fee of \$1 per enplaned passenger on each new route to a new nonstop destination for the first 365 days of service. Additionally, Consultant will invoice Airport a fee of \$0.50 per enplaned passenger on each new route to a new nonstop destination in the second 365 days of service. Invoices will be generated on a monthly basis, upon the close of the month.

(c) Expenses. Consultant shall be entitled to reimbursement for expenses reasonably incurred in the performance of the Services, upon submission and approval of written statements in accordance with the regular procedures of the Airport. Reasonable expenses include, but are not limited to, travel (airfare, hotel, rental car, and meals), printing of materials, and shipping of materials.



In the case of air service development conferences, Consultant will allocate expenses based on the total expenses of the Consultant divided by the total number of meetings covered by the Consultant.

(d) Payment. The Consultant shall submit to the Airport invoices detailing the Services performed, expenses, and the amount due. All such invoices shall be due and payable within thirty (30) calendar days after acceptance thereof by the Airport.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement by their authorized representatives as of the date first written above.

Signed for and on behalf of

Signed for and on behalf of

Coos County Airport District

Volaire Aviation, Inc.

By: Rodger Craddock

By: John A. Penning, III

Title: Executive Director

Title: Managing Partner and President

Date: _____

Date: _____

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024
SUBJECT: Cargo Facility – Scope of Work

BACKGROUND:

On October 2021 the Coos County Airport District applied to the Oregon Department of Transportation for a grant from the Multimodal Transportation Fund (MMTF) through the Connect Oregon VIII Program to assist in the funding of the construction of a Cargo and Pacific Northwest Seafood Transfer Facility.

The Oregon Transportation Commission at its May 2022 meeting approved the Connect Oregon VIII project application list and delegated authority to the Director of Oregon Department of Transportation to enter into project agreements. On June 2022, the Coos County Airport District received the Connect Oregon VIII Grant Agreement #COVIII-007 in the amount of \$3,000,000.

CCAD is initiating the design phase of the cargo facility project. A portion of these funds has already been utilized for the construction of the new apron. With \$1.5 million remaining from the grant allocated for the cargo facility, it is imperative that we utilize these funds by 2025. Thus, prompt commencement of the design phase is essential to progress towards construction.

FISCAL IMPACT:

CCAD Funds	\$292,468.15 (69.47%)
Grant Funds	\$128,531.05 (30.53%)
Total:	\$420,999.20

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Approve Scope of Work from Ardurra

MOTION:

Motion to approve the Scope of Work from Ardurra for the Cargo Facility, in the amount of \$420,999.20

WORK ORDER 24-01
SOUTHWEST OREGON REGIONAL AIRPORT (OTH)
NORTH BEND, OREGON
CARGO FACILITY BUILDING DESIGN, BIDDING, AND CONSTRUCTION
ADMINISTRATION

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between Coos County Airport District and Ardurra Group, Inc. (formerly T-O Engineers, LLC.), dated February 3, 2022.

SCOPE OF WORK

The Scope of Work for this effort is attached. This document describes the anticipated work effort and schedule in detail.

FEES

Fees for services provided under this Work Order will be determined and billed as follows:

• Tasks 1-6 (Fixed Fee)	\$420,999.20
Total:	\$420,999.20

Fees for the tasks of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated March 21, 2024, is attached as Exhibit A to the Scope of Work.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 24-01 to the AGREEMENT the day and year first above written.

FOR: COOS COUNTY AIRPORT DISTRICT

By: _____
Title: _____
Date: _____

FOR: ARDURRA GROUP, INC.

By: _____
Title: _____
Date: _____

EXHIBIT A – SCOPE OF WORK

WORK ORDER 24-01

SOUTHWEST OREGON REGIONAL AIRPORT (OTH)

NORTH BEND, OREGON

CARGO FACILITY BUILDING DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION

INTRODUCTION

The Southwest Oregon Regional Airport (Airport) is owned and operated by the Coos County Airport District, North Bend, Oregon (Owner). The Owner intends to develop a new Cargo Facility Building at the Airport in the general area depicted in Figure 1 below. A concept study developed by Ardurra was recently completed under separate agreement. The scope of this project is limited to the Cargo building, associated parking lot, connection to cargo apron expansion and associated utility service connections.

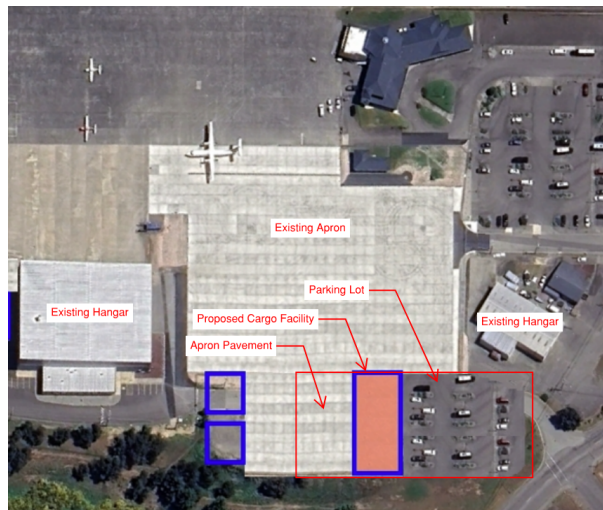


Figure 1.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Project Exploration (Geotech by subconsultant)
- Preliminary Design (60%)
- Final Design (95%)
- Agency Permitting (100%)
- Bidding Assistance and Construction Administration
- Closeout / Documentation
- Meetings and Coordination with the Design Team
- Coordination of all phases of the Project with the Owner

Services and associated expenses for design and permitting listed above will be provided on a Fixed Fee basis. Tasks are described in detail below.

PROJECT TEAM:

Ardurra is the prime consultant for this project and will provide overall project management, civil and structural engineering design, and overall design team coordination. All other elements of the project will be provided by the subconsultants listed below.

Geotechnical Engineer: Foundation Engineering

- Refer to Exhibit "C" for additional detail.

Architect: CSHQA

- Refer to Exhibit "D" for additional detail.

Mechanical/Electrical/Plumbing (MEP) Engineers: CSHQA

- Refer to Exhibit "D" for additional detail.

Cost Estimation: Parametrix, Inc.

- Refer to Exhibit "E" for additional detail.

Construction Inspection: Superior Construction Consulting Services (SCCS)

- Fee assumes 5 hours/week for the duration of construction (~52 weeks).

PROJECT SCHEDULE:

The following dates summarize the target completion of significant project tasks. This schedule is subject to change based on Airport and/or other agency review time and coordination.

ACTIVITY	COMPLETION
Contract Approval (Signed Task Order)	March 2024
Complete On-Site Project Exploration	April 2024
Complete 60% Design	May 2024
Complete 95% Design	June 2024
Complete Final Design (100%)	July 2024
Permit Submittal	July 2024

Bidding	August 2024
Agency Permit Approval ²	August 2024
Construction	September 2024 – July 2025

Notes:

- 1) Dates are subject to change, based on weather, needs of the Owner, and execution of the contract.*
- 2) Client understands that Consultant does not have control of agency review timelines. Delayed review times may impact proposed schedule items.*
- 3) Any delays or construction time overruns beyond the assumptions stated here may require additional Consultant time and associated fees.*
- 4) Ardurra to provide an updated design schedule following the project kickoff meeting.*

SCOPE OF PROFESSIONAL SERVICES

TASK 1 - CONTRACT ADMINISTRATION

During the course of the Project the following general administrative services shall be provided.

- 1.1 Prepare the scope of work and proposed fee. Submit to Owner for review and approval.
- 1.2 Process Work Order. Administer sub-consultant agreements and work orders.
- 1.3 Project management and administration includes monthly cost accounting and budget analysis, invoicing, and monitoring of project progress.

TASK 2 - PRELIMINARY DESIGN (60%)

Preliminary design phase services shall include:

- 2.1 Conduct a virtual kick-off meeting with the Owner, Client, and design team.
- 2.2 Revise the previously provided civil concept layout for airport staff review and approval.
- 2.3 Conduct an in-person pre-application meeting with City staff to verify permit and building requirements. Additional coordination and research for permit requirements and local agency process flows is anticipated and included in this scope of work.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: Cell Phone Policy

BACKGROUND:

When employees are required to use a phone for work, most employers opt for one of two options: phone stipends or company-issued phones.

Previously, CCAD provided cell phones for ten employees, which could be costly and time-consuming to manage data plans. While company-owned phones were common in the past, recent data suggests otherwise. According to an online report, only 26% of U.S. companies provide employees with mobile phones, while 72% have adopted a bring your own device (BYOD) policy, allowing employees to use their personal devices for work.

Implementing a BYOD cell phone policy can offer several advantages. It can reduce overall costs associated with purchasing and managing company phones, alleviate the inconvenience of carrying two separate phones, and establish compensation programs for employees who use their personal phones for business-related communications.

FISCAL IMPACT:

Opting for a "bring your own device" (BYOD) policy at work is frequently more cost-effective than providing company cell phones to employees. Implementing a cell phone stipend program can significantly reduce high upfront expenses and potentially lower monthly costs associated with company-provided phones.

LEGAL CONSIDERATION:

The proposed policy was drafted by legal counsel.

RECOMMENDATION:

Approve the proposed cell phone policy.

MOTION:

Motion to adopt CCAD cell phone policy.

Personal Cell Phone Stipend: Policy and Procedure

I. Purpose

The purpose of this policy is to clearly establish policy guidance for reimbursement of employee use of personally owned cell phones for work related purposes, reimbursement, security, and usage. This policy does not apply to other devices such as tablets, laptops or computers.

II. Scope

Employees of the Coos County Airport District (CCAD) may have the opportunity to be reimbursed for their personal electronic Android or iOS devices for work purposes when authorized. Personal cell phone reimbursement may be authorized for employees who are regularly away from their desk/computer and required to be in contact with their supervisors, co-workers, public, etc. while away from their desk/computer. While cell phones can be a necessary convenience in the workplace, we require that our employees follow the policy guidelines for their own and others safety.

III. Applicability

This policy applies to all employees of CCAD that are required to carry a cell phone as a necessary part of their job.

IV. Definitions

For the purposes of this policy, the term “Personal Cell Phones” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, and/or data messages.

V. Policy Basis

CCAD recognizes the convenience to employees to carry only one phone and the time constraint and strain on resources that cell phone management and repair poses to the organization. For this reason, CCAD supports reimbursing employees who utilize their own phone.

VI. Qualifications for Cell Phone Stipend

CCAD requires that certain positions carry a cell phone and be available. Exempt and non-exempt positions that meet the criteria outlined below are required to provide their own cell phone and cell phone service under this policy and as outlined in position job descriptions as a condition of their continuing employment:

A qualifying position, exempt or non-exempt, as determined through the job description that:

- A. Requires a cell phone to ensure personal safety or the safety of others in the performance of their official job duties; *or*
- B. Requires the employee to be regularly away from his/ her desk/computer AND that they are available when not at their desk/computer; *or*
- C. Requires an employee to regularly be available weekends and evenings.

VII. Stipend Amount

Employees authorized to use a personal cell phone under this policy will receive a monthly stipend for their cell phone costs in the amount of \$50.00 for phone call use only or \$75.00 for phone call and email usage. The stipend will apply to the cost of monthly charges for cellular and data service, the

Personal Cell Phones Stipend Policy and Procedure

cost of monthly payments to purchase the phone, and the cost of cell phone protection insurance plans. CCAD will not be liable for any additional costs related to the cell phone or service.

VIII. Reimbursement Process

Qualifying employees who wish to receive a stipend for work use of their personal phone must submit a request, in writing, to do so. The cell phone stipend will be processed as part of CCAD's normal payroll process.

IX. Waivers

The Executive Director has the sole discretion to determine if it is more efficient to have CCAD purchase a cell phone and related service for an employee that is required to carry a cell phone per their job description, rather than have them provide their own phone and receive the stipend.

X. Cell Phone Usage While at Work

While at work, employees are expected to exercise the same discretion in using their cell phone as is expected for the use of company phones. CCAD's policies pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to employee use of personal phones for work-related activities. Personal phones should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow.

Excessive personal calls, e-mails or text messaging during the workday can interfere with employee productivity and be distracting to others. Employees must handle personal matters on nonwork time. Exceptions may be made for emergency situations and as approved in advance by management.

Employees shall not use cell phones in a way that will cause distraction or in a way that negatively impacts performance of work duties.

While driving, employees must abide by all applicable local cell phone use laws. Employees must also comply with applicable CCAD policies pertaining to the use of cell phones while driving or operating equipment.

XI. Non-Exempt Employee Use of Cell Phones After Hours

Non-exempt employees may not use their cell phones for work purposes outside of their normal work schedule without authorization from their supervisor. Non-exempt staff are not allowed, required, nor expected, to review/respond to work emails, notices, messaging, chats, or phone calls before or after their designated work time.

If a non-exempt employee is required/obligated to respond to a work email, notice, message, chat, phone call or any other type of messaging for work, then that time must be documented on the employee's timecard (logged in 15-minute increments). Employees should only perform work outside their regular schedule if they are directed to do so by their supervisor.

Employees may not use their personal cell phones for work purposes during periods of unpaid leave.

XII. Cell Phone Security

To protect information, all cell phones must be password protected and/or setup with biometric authentication to unlock the device. Devices should be up to date on updates.

XIII. Lost, Stolen, Damaged Phones

Employees are expected to protect personal phones used for work-related purposes from loss, damage or theft. If the phone is damaged, the employee will be responsible for the cost of repair or replacement.

XIV. Separation of Employment

Upon separation of employment, or at any time on request, the employee may be required to produce the personal cell phone for inspection to ensure conformance with this policy. The employee's personal files will not be viewed, removed or copied from the device. All CCAD data on personal phones will be removed upon termination of employment.

XV. Grandfathered Clause

The following clauses apply to CCAD staff that were issued a cell phone and related services plan prior to March 22, 2024:

- A. Based on the market cost of the current cell phones owned by CCAD, the CCAD recognizes that it may be more cost effective for employees that wish to keep their CCAD issued cell phones to purchase their current phone from CCAD at its fair market price. Phones purchased from the CCAD are sold used and on an "as is" basis, and CCAD will not be responsible for any repairs, replacements, upgrades, or other costs that may be necessary to make phones purchased from CCAD suitable for the employee's job duties which require a cell phone. Employees who do not wish to purchase their current CCAD-issued phone shall surrender the phone.
- B. Employees may request to keep their phone number, but CCAD is not obligated to grant the request. The Executive Director must approve the transfer of phone numbers to the employee for their personal use.

XVI. Accommodations

Employees that have a disability or are deaf/hard of hearing may request additional considerations or accommodations through the Executive Director.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: March 28, 2024

SUBJECT: 2024 Rates and Fees

BACKGROUND:

The FAA maintains a policy regarding the establishment of Airport Rates and Fees.

“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.”

Each year, the CCAD Board of Commissioners reviews the Rates and Fees, and updates them as needed, in order to maintain a current published Rates and Fees schedule.

Proposed adjustments for the 2024 revision include an increase in the rates for T-Hangar rentals and warehouse space at the BEC, as well as standardized rates for in-terminal advertising and security badge printing. All other rates and fees will remain unchanged at this time.

FISCAL IMPACT:

Maintain our current and future revenue, with published rates and fees.

LEGAL CONSIDERATION:

This item has not been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the board, approve the 2024 Rates and Fees

MOTION:

Motion to approve the 2024 Rates and Fees.

Coos County Airport District

Rates and Charges

Thursday, February 23, 2023

Fee/Rate Type	Description	Fee/Rate	Effective Date
General Aviation			
Airport Use Fees	Rate I - VII	\$10 - \$645	5/1/2011
Overnight Ramp Fees	Rate I - IV	\$5 - \$75/night	5/1/2011
	Rate V - VII	\$0.04/sq.ft. wingspan	5/1/2011
Overnight Hangar Fees	Rate I - IV	\$40 - \$110/night	5/1/2011
	Rate V - VII	\$0.057/sq.ft. wingspan	5/1/2011
Fueling Discount	Rate I	-\$10	5/1/2011
	Rate II - VII	-\$25	5/1/2011
Commercial Flights			
Landing Fees	FAA Part 139	\$1.80/1000 lbs.	
PFCs		\$4.50/passenger	
Cargo Operators			
Signatory	Landing Fees	\$3.00/1000 lbs.	12/1/2019
Non-Signatory	Airport Use Fees	see above	12/1/2019
Fuel Flowage Fees			
		\$0.12/gallon	7/19/2012
Ground Transportation			
	Terminal Access Fee	\$300/year	
Lease Rates			
T-Hangars	Standard Unit	\$230	
	Larger End Unit	\$260	
	Storage	\$100	
Business Enterprise Center	Small Bays	\$500	
	Large Bays	\$1,020	
	Suites	\$200-\$500	
In-Terminal Advertising Rates			
Floor Display	25 sq. ft.	\$200/mo.	
Display Cabinet		\$100/mo.	
Banner Stand	8'x3'	\$175/mo.	
LCD Video Screen	10-15 seconds	\$175/mo.	
Backlit Window Display		\$25 - \$150/mo.	
Security Badges			
New		\$60	
Renewal		\$36	

Coos County Airport District

Rates and Fees

Thursday, March 28, 2024

Fee/Rate Type	Description	Fee/Rate	Effective Date
General Aviation			
Airport Use Fees	Rate I - VII	\$10 - \$645	5/1/2011
Overnight Ramp Fees	Rate I - IV	\$5 - \$75/night	5/1/2011
	Rate V - VII	\$0.04/sq.ft. wingspan	5/1/2011
Overnight Hangar Fees	Rate I - IV	\$40 - \$110/night	5/1/2011
	Rate V - VII	\$0.057/sq.ft. wingspan	5/1/2011
Fueling Discount	Rate I	-\$10	5/1/2011
	Rate II - VII	-\$25	5/1/2011
Commercial Flights			
Landing Fees	FAA Part 139	\$1.80/1000 lbs.	
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Cargo Operators			
Signatory	Landing Fees	\$3.00/1000 lbs.	12/1/2019
Non-Signatory	Airport Use Fees	see above	12/1/2019
Fuel Flowage Fees			
		\$0.12/gallon	7/19/2012
Ground Transportation			
	Terminal Access Fee	\$300/year	
Lease Rates			
T-Hangars	Standard Unit	TBD	
	Larger End Unit	TBD	
Business Enterprise Center	Storage	TBD	
	Small Bays	TBD	
	Large Bays	TBD	
	Suites	TBD	
In-Terminal Advertising Rates			
Banner Stand	8'x3'	\$175/mo.	
Card Rack		\$25/mo.	
LCD Video Screen (Exclusive)		\$300/mo.	
LCD Video Screen (Rotating)	10-15 seconds	\$175/mo.	
LCD Video Screen (Spns Content)		\$200/mo.	
Sound Panel		\$300/mo.	
Wall Banner		\$50-\$100/mo.	
Window Display		\$100/mo.	
Security Badges			
New		\$60	
Renewal/Replacement		\$36	
Gate Card		\$10	