

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, December 5, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

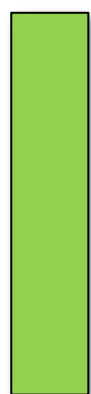
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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:
Next Regular Board Meeting January 23, 2025

ADJOURN

SECTION



CONSENT
CALENDAR

Coos County Airport District

Regular Board Meeting

October 24, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, October 24, 2024 at 7:30 a.m., in the CCAD Boardroom.

CALL TO ORDER

Commissioners Present

Jason Bell, Chairman

Joe Benetti, Vice-Chair (Zoom)

Andrew Brainard, Commissioner

Caddy McKeown, Commissioner (Zoom)

Absent

Brent Pahls

Counsel Present

None

Staff Present

Robert Brittsan, Deputy Director; Bob Hood, Operations Manager; Crystal Lyon, Finance Manager; Stephanie Kilmer, Public Information Officer; Amos Vorster, Office Manager; Rick Skinner, Project Manager.

Media and Guests Present

John Meynink, Neighborhood Resident

Ken Bonetti, Neighborhood Resident

SECTION 1: CONSENT CALENDAR

Motion:

Upon a motion by Commissioner Brainard (Second Vice-Chair Benetti) the Consent Calendar from September 2024 was unanimously approved.

SECTION 2: EXECUTIVE DIRECTOR'S REPORT

Deputy Director Brittsan presented the report on behalf of the Executive Director, stating that Director Craddock is in Green Bay for the TakeOff North America Conference meeting with airline executives to try to promote adding additional air service to North Bend.

Based on feedback from the commissioners, the next two board meetings will be combined into one meeting, scheduled for December 5th, at 7:30 a.m.

United's winter schedule for air service to North Bend will begin in November and extend until March. During this time, flights will be scheduled 4 day per week – Monday, Wednesday, Friday, and Sunday. Additionally, flights have been added for December 24, 26, 31 and January 2 to accommodate more passengers during the Holiday Season.

The enplanements report from September revealed that the Airport continues to see a larger number of passengers traveling through OTH compared recent years.

The Deputy Director next shared an update on current projects around CCAD, noting that Phase 1 of the Legacy Apron rehab is about a week from completion. The Shuttle Parking project has been completed and the Airport is already seeing an improvement in safety for our passengers and traffic flow in the terminal roundabout area. The design phase for the Cargo Facility and the Terminal Concourse projects are progressing.

Lastly, the commissioners were informed that a resident near Broadway and California Ave has requested that CCAD sign off on a petition to vacate the end of California Ave, which runs between his property and the Airport. Vice-Chair Benetti requested that CCAD staff contact the City of North Bend to investigate what options are available that would protect CCAD from unnecessary expenses.

SECTION 3: ACTION ITEMS

Motion:

Upon a motion by Commissioner Brainard (Second Commissioner McKeown), Resolution 2024-10-01 amending CCAD Policy 13: Real Estate/Leasing/Asset Policies was unanimously approved.

Motion:

Upon a motion by Commissioner Brainard (Second Vice-Chair Benetti), approval was given for the Executive Director to sign Reimbursable Agreement AJW-FN-WSA-23-NM-006107.

PUBLIC COMMENTS

Mr. Meynink thanked CCAD staff for their assistance reviewing the Wildlife Management records from the past 6 months. He noted that, based on those records, wildlife intrusion does at times present a safety concern for the Airport. Mr. Meynink expressed his hope that CCAD can implement a solution that will both address the safety concerns for Airport users and preserve the local wildlife.

Mr. Bonetti suggested that CCAD investigate the feasibility of installing a deer fence in the area near the waste water treatment plant, as this seems to be where most deer are accessing the airport operating area.

COMMISSIONER COMMENTS

Vice-Chair Benetti inquired how permitting requirements and upcoming regulations may impact CCAD's ability to add a deer fence.

Commissioner McKeown expressed her desire to further study how the new FEMA BiOp will impact the Airport.

Commissioner Brainard shared that the park committee recently had a meeting with Rotary, and that the park designs have been narrowed down to a few options. He advised that an additional community meeting will be scheduled in the near future.

Meeting adjourned at 7:55 a.m.

COOS COUNTY AIRPORT DISTRICT

DATE: December 05, 2024

SUBJECT: Acceptance of October 2024 Financial Reports and Check Register

BACKGROUND:

These reports are provided pursuant to a recommendation from the District's external auditor, supported by the Executive Director, providing transparency and full disclosure. The District's bank statements (Umpqua General Checking, Municipal Pool, Passenger Facility, and Payroll Checking; Banner Bank; Oregon Pacific Bank; Local Government Investment Pool General and Reserve accounts) are reconciled by the 10th of the month following month-end; all transactions are posted daily; financial reports available upon request; and reports saved onto the District's website. The fund summary shows all funds are within appropriation levels, with 33.33% of the fiscal year elapsed, and general fund property tax collections at 3.23% of budget.

Checks are routinely issued from the accounts payable account (weekly) and payroll account (twice monthly), as shown by the attached check registers totaling \$1,404,890.67 (accounts payable) and \$134,157.31 (payroll). For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll payables are expended from the payroll account.

FISCAL IMPACT:

The balances are within the budget appropriations.

LEGAL CONSIDERATION:

N/A

Attachments:

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

Coos County Airport District
Agenda Staff Report

TO: Jason Bell, Chair; District Commissioners
 FROM: Crystal Pierce, Finance Manager
 THROUGH: Rodger Craddock, Executive Director
 ISSUE: October 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$6,607,210 of which \$2,656,913 is unrestricted and available cash across all accounts. The Balance Sheet shows beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what remained as fund balance for each major fund. The Fund Summary shows revenues and expenditures for current period, fiscal year-to-date, and adopted budget amounts for each major fund.

Umpqua Checking	Sweep/AP Checking	Checks current/prior month expenses	1,205,956
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	253,302
Payroll Checking	Sweep	Checks current/prior month expenses	118,522
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	34,257
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,316
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	328,384
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,482,257
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	1,649,216
Total Cash on Hand			\$ 6,076,210
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,663,957)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(250,000)
Less Construction Fund	Construction Fund	Future Projects	(48,519)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	(818,300)
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	(56,309)
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(104,268)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(42,149)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(415,795)
Total Unrestricted Funds			\$ 2,656,913

Fund	Beginning Fund Balance 07/01/24	(Used) Earned	Ending Fund Balance 10/31/24
General Fund	\$ 4,043,003	(142,900)	3,519,356
Construction Fund	\$ 74,742	(157,526)	584,403
PFC Fund	\$ 17,168	27	39,763
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	27,607	351,368
DHS Fund	\$ 618,930	248,372	970,522
BEC Fund	\$ 135,614	7,298	162,519
Building Reserve Fund	\$ 780,078	5,046	800,493

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - October 31, 2024

Combined Funds**ASSETS**

Current Assets

Checking/Saving 6,076,470

Accounts Receivable 119,928

Other Current Assets

Total Current Assets 6,196,398

Fixed Assets 30,626

Total Assets \$ 6,227,024**LIABILITIES & EQUITY**

Current Liabilities

Accounts Payable 881

Other Current Liabilities 1,592

Total Current Liabilities 2,473

Equity 6,224,551

Total Liability & Equity \$ 6,227,024**General Fund****ASSETS**

Current Assets

Checking/Saving 2,003,977

Petty Cash 261

Accounts Receivable 119,264

Total Current Assets 2,123,502

Fixed Assets 30,626

Total Assets \$ 2,154,128**LIABILITIES & EQUITY**

Current Liabilities

Accounts Payable 881

Other Current Liabilities 2,374

Total Current Liabilities 3,255

Equity 2,150,873

Total Liability & Equity \$ 2,154,128

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - October 31, 2024

Construction Fund

ASSETS

Current Assets

Checking/Saving 814,783

Other Current Assets

Total Current Assets 814,783

Fixed Assets

Total Assets \$ 814,783

LIABILITIES & EQUITY

Equity 814,783

Total Liability & Equity \$ 814,783**Passenger Facility Charges (PFC) Fund**

ASSETS

Current Assets

Checking/Saving 34,266

Total Current Assets 34,266

Total Assets \$ 34,266

LIABILITIES & EQUITY

Equity 34,266

Total Liability & Equity \$ 34,266**Unemployment Fund**

ASSETS

Current Assets

Checking/Saving 62,149

Total Current Assets 62,149

Total Assets \$ 62,149

LIABILITIES & EQUITY

Equity 62,149

Total Liability & Equity \$ 62,149

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - October 31, 2024

BLM Fund

ASSETS

Current Assets		
Checking/Saving	698,485	
Total Current Assets	698,485	
Total Assets		<u>\$ 698,485</u>

LIABILITIES & EQUITY

Accounts Payable	-	
Equity	698,485	
Total Liability & Equity		<u>\$ 698,485</u>

DHS Multi Services Campus Fund

ASSETS

Current Assets		
Checking/Saving	1,228,328	
Other Current Assets		
Total Current Assets	1,228,328	
Total Assets		<u>\$ 1,228,328</u>

LIABILITIES & EQUITY

Equity	1,228,328	
Total Liability & Equity		<u>\$ 1,228,328</u>

BEC Fund - Business Enterprise Center

ASSETS

Current Assets		
Checking/Saving	63,319	
Accounts Receivable	664	
Total Current Assets	63,983	
Total Assets		<u>\$ 63,983</u>

LIABILITIES & EQUITY

Current Liabilities		
Accounts Payable	-	
Other Current Liabilities	600	
Total Current Liabilities	600	
Equity	63,383	
Total Liability & Equity		<u>\$ 63,983</u>

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - October 31, 2024

Building Reserve Fund

ASSETS

Current Assets

Checking/Saving

1,170,902

Total Current Assets

1,170,902

Total Assets

\$ 1,170,902

LIABILITIES & EQUITY

Equity

1,170,902

Total Liability & Equity

\$ 1,170,902

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - October 31, 2024

	Total Revised Budget	Actual		% of Budget
		October	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 2,147,138	\$ 2,527,885	
Revenues				
Taxes	1,517,450	12,012	48,984	3.23%
Other	1,359,571	132,128	534,014	39.28%
Grants and subsidy	250,000		-	0.00%
Transfers in	1,630,000		100,000	6.13%
Transactions paid from incorrect fund			-	
Total Revenue	<u>4,757,021</u>	<u>144,140</u>	<u>682,998</u>	
Expenses				
Personnel Services	2,057,404	176,302	710,621	34.54%
Materials and Services	2,011,771	101,225	401,041	19.93%
Capital Outlay	1,027,398	3,933	72,663	7.07%
Debt Service	127,470	5,580	22,320	17.51%
Transfers out	1,785,740		-	0.00%
Contingency/Rounding			-	
Total Expenses	<u>7,009,783</u>	<u>287,040</u>	<u>1,206,645</u>	
Ending Fund/Cash Balance	<u>\$ 165,209</u>	<u>\$ 2,004,238</u>	<u>\$ 2,004,238</u>	

Construction Fund				
Beginning Fund/Cash Balance	\$ 322,840	\$ 972,310	\$ 305,123	
Federal Grant Proceeds - FAA	3,181,414	828,950	1,920,317	60.36%
State Grants-AIP Projects	2,386,000	192,581	200,209	8.39%
Transfers In from General Fund	1,785,740		-	0.00%
Reimbursements			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>7,353,154</u>	<u>1,021,531</u>	<u>2,120,526</u>	
Capital Outlay - Runway 22 RSA Improvements		5,005	98,458	
Capital Outlay - ARFF/Maint Facility			60,000	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	19,945	208,553	6.95%
Capital Outlay - Glideslope Relocation	796,875	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	1,145,307	1,208,654	60.43%
Capital Outlay -Terminal Parking/Sidewalk	1,650,000		-	0.00%
Capital Outlay - Business Park Site Development	75,000		-	0.00%
Project Management/Consulting Services	105,600	8,800	35,200	33.33%
Transfer Out			-	
Total Disbursements	<u>7,627,475</u>	<u>1,179,057</u>	<u>1,610,865</u>	21.12%
Ending Fund/Cash Balance	<u>\$ 48,519</u>	<u>\$ 814,784</u>	<u>\$ 814,784</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - October 31, 2024

	Total Revised Budget	Actual		% of Budget
		October	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 9,594	\$ 34,238	\$ 11,670	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	27	22,595	28.24%
Total Receipts	<u>80,000</u>	<u>27</u>	<u>22,595</u>	
Transfer out to General Fund	80,000	-	-	0.00%
Total Disbursements	<u>80,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 9,594</u>	<u>\$ 34,265</u>	<u>\$ 34,265</u>	

Unemployment Fund				
Beginning Fund/Cash Balance	\$ 62,149	\$ 62,149	\$ 62,149	
Transfer from General Fund				
Total Receipts	<u>-</u>	<u>-</u>	<u>-</u>	
Unemployment Claims	20,000	-	-	0.00%
Total Disbursements	<u>20,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 42,149</u>	<u>\$ 62,149</u>	<u>\$ 62,149</u>	

BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 643,122	\$ 670,878	\$ 651,417	
Lease Revenue	881,415	74,056	296,083	33.59%
Investment Earnings	14,000	1,348	5,454	
Reimbursement			2,335	
Miscellaneous	120,000	2,005	2,005	1.67%
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,015,415</u>	<u>77,409</u>	<u>305,877</u>	
Materials and Services				
All but below	129,471	10,254	48,135	37.18%
HVAC and other major repairs	75,000	791	55,646	74.19%
Capital Outlay				
Exterior Paint/Gutters	120,000		-	
Landscaping	20,000		-	
Debt Service	465,150	38,757	155,028	33.33%
Transfer Out	600,000		-	0.00%
Contingency				
Total Disbursements	<u>1,409,621</u>	<u>49,802</u>	<u>258,809</u>	
Ending Fund/Cash Balance	<u>\$ 248,916</u>	<u>\$ 698,485</u>	<u>\$ 698,485</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - October 31, 2024

	Total Revised Budget	Actual		% of Budget
		October	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 739,844	\$ 979,686	\$ 876,466	
Lease revenue	1,583,279	263,756	527,512	33.32%
Investment Earnings	30,000	4,206	15,354	51.18%
Reimbursements & Cost Shares			129	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	1,613,279	267,962	542,995	
Materials and Services	165,878	7,735	44,793	27.00%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	46,340	33.33%
IFA Loan	818,300		-	0.00%
Transfer to General Fund	450,000		100,000	22.22%
Transfer to Building Reserve Fund	100,000		-	0.00%
Total Disbursements	1,733,201	19,320	191,133	11.03%
Ending Fund/Cash Balance	\$ 619,922	\$ 1,228,328	\$ 1,228,328	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 31,663	\$ 56,021	\$ 36,414	
BEC Rent Receipts	100,000	8,789	35,727	35.73%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	100,000	8,789	35,727	
Materials and Services	44,410	1,491	8,822	19.86%
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	119,410	1,491	8,822	
Ending Fund/Cash Balance	\$ 12,253	\$ 63,319	\$ 63,319	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - October 31, 2024

	Total Revised Budget	Actual		% of Budget
		October	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 1,165,856	\$ 1,150,487	
Investment Earnings	50,000	5,046	20,415	40.83%
Transfer from BEC	25,000		-	0.00%
Transfer from BLM	50,000		-	0.00%
Transfer from DHS - APD	100,000		-	0.00%
Transfer from Construction		-	-	
Total Receipts	225,000	5,046	20,415	9.07%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,374,157	\$ 1,170,902	\$ 1,170,902	

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/01/24	19914	Superior Construction Consulting Services	Const.	4,400.00
10/01/24	19915	Oregon Pacific Bank	DHS	11,585.21
10/01/24	19916	CB-NB Water Board	BEC	195.55
10/01/24	19917	CB-NB Water Board	BLM	1,603.19
10/01/24	19918	Robert Brittsan	Gen	309.54
10/01/24	19919	CB-NB Water Board	Gen	1,450.41
Total 10/01/24:				<u>19,543.90</u>
10/07/24	19920	American Family Life Assurance Co	Gen	118.82
10/07/24	19921	Lincoln Financial	Gen	275.00
10/07/24	DB20241007	VOYA/OSGP	Gen	100.00
10/07/24	19922	Master Blaster of Coos Bay LLC	DHS	5,000.00
Total 10/07/24:				<u>5,493.82</u>
10/10/24	19923	Ziplay Fiber	BLM	183.29
10/10/24	19924	Ardurra	Const.	64,960.54
10/10/24	19925	Ziplay Fiber	DHS	114.60
10/10/24	19926	Robert Brittsan	Gen	221.10
10/10/24	19927	Bruce Armstrong	Gen	118.00
10/10/24	19928	Clean Rivers Erosion Control Inc	Gen	3,676.67
10/10/24	19929	Russell Corona	Gen	338.94
10/10/24	19930	Department of Consumer & Business	Gen	197.12
10/10/24	19931	Douglas Fast Net	Gen	165.53
10/10/24	19932	Mark Lane	Gen	2,418.00
10/10/24	19933	Rodger Craddock	Gen	241.42
10/10/24	19934	SAIF Corporation	Gen	3,783.89
10/10/24	19935	Special Districts Association of Oregon	Gen	29,761.00
10/10/24	19936	Standard Insurance Company	Gen	652.21
10/10/24	19937	Stephanie Stroud CPA	Gen	5,050.00
10/10/24	19938	Umpqua Valley Financial LLC	Gen	4,000.00
10/10/24	19939	USDA APHIS	Gen	419.65
10/10/24	19940	Ziplay Fiber	Gen	236.45
10/10/24	19941	Ziplay Fiber	Gen	66.38
10/10/24	19942	Ziplay Fiber	Gen	270.00
10/10/24	19943	Ziplay Fiber	Gen	270.00
10/10/24	19944	Ziplay Fiber	Gen	450.00
10/10/24	19945	Ziplay Fiber	Gen	491.23
Total 10/10/24				<u>118,086.02</u>
10/16/24	19946	Superior Construction Consulting Services	Const.	4,400.00
Total 10/16/24:				<u>4,400.00</u>
10/17/24	19947	Salem Fire Alarm	BLM	1,090.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/17/24	19948	Knife River Materials	Const.	261,093.25
10/17/24	19949	SecureCom Inc	DHS	99.84
10/17/24	19950	Bi-Mart Corporation	Gen	558.29
10/17/24	19951	CnB Security Inc	Gen	600.00
10/17/24	19952	Cardmember Service	Gen	7,162.65
10/17/24	19953	Cascade Farm & Outdoor	Gen	53.96
10/17/24	19954	Cheyne's Truck & Marine	Gen	3,153.48
10/17/24	19955	Comp U Talk	Gen	452.00
10/17/24	19956	Coos Art Mueseum	Gen	420.00
10/17/24	19957	McCowan Clinical Laboratory	Gen	2,050.00
10/17/24	19958	Melissa Cribbins, Attorney at Law PC	Gen	2,450.00
10/17/24	19959	SecureCom Inc	Gen	1,035.75
10/17/24	19960	South Coast Office Supply	Gen	68.94
10/17/24	19961	Streamline	Gen	800.00
10/17/24	19962	The Legend	Gen	350.00
Total 10/17/24				<u>281,438.16</u>
10/22/24	DB20241022	VOYA/OSGP	Gen	100.00
Total 10/22/24:				<u>100.00</u>
10/24/24	19963	Knife River Materials	Const	843,202.90
10/24/24	19964	Coos County Tax Collector	Gen	223.20
10/24/24	19965	Government Ethics Commission	Gen	1,134.82
10/24/24	19966	Helena Regional Airport	Gen	2,252.00
10/24/24	19967	HGE Architects Inc	Gen	3,933.50
10/24/24	19968	Hughes Fire Equipment	Gen	14,805.53
10/24/24	19969	KEZI	Gen	1,170.00
10/24/24	19970	Scott Knight	Gen	7.99
10/24/24	19971	Sinclair Broadcast Group	Gen	2,574.98
10/24/24	19972	Lincoln Financial	Gen	275.00
10/24/24	19973	NW Natural	Gen	947.53
10/24/24	19974	NW Natural	Gen	93.76
10/24/24	19975	Quadient Postage Funding	Gen	200.00
10/24/24	19976	Rodger Craddock	Gen	1,202.92
10/24/24	19977	Roto Rooter	Gen	80.00
10/24/24	19978	Ziplay Fiber	Gen	381.10
Total 10/24/24:				<u>872,485.23</u>
10/28/24	19979	Pacific Power	Const	1,000.00
Total 10/28/24:				<u>1,000.00</u>
10/31/24	19980	Vend West Services Inc	BEC	30.00
10/31/24	19981	Ace Hardware	DHS	163.06

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/31/24	19982	Comfort Flow	DHS	459.00
10/31/24	19983	Tom's Lock & Key	DHS	163.50
10/31/24	19984	Tri-County Plumbing Contractors Inc	DHS	94.83
10/31/24	19985	Comfort Flow	BLM	3,804.00
10/31/24	19986	Coos Head Builders Supply	BLM	77.55
10/31/24	19987	Industrial Steel & Supply	BLM	15.20
10/31/24	19988	Perry's Supply	BLM	89.21
10/31/24	19989	Sherwin-Williams	BLM	624.18
10/31/24	19990	Ace Hardware	Gen	503.91
10/31/24	19991	Bay Area Chamber of Commerce	Gen	3,000.00
10/31/24	19992	Bayshow Paints	Gen	33.90
10/31/24	19993	Bicoastal CB LLC	Gen	1,452.00
10/31/24	19994	BNT Promotional Products	Gen	272.02
10/31/24	19995	Cardinal Employment Services	Gen	9,456.30
10/31/24	19996	Coastal Paper & Supply	Gen	120.96
10/31/24	19997	Coos Head Builders Supply	Gen	2.60
10/31/24	19998	Coos Head Builders Supply	Gen	3,561.43
10/31/24	19999	Farr's True Value Hardware	Gen	69.95
10/31/24	20000	Golder's Napa	Gen	200.26
10/31/24	20001	Graham Bay Area CJDR	Gen	5.70
10/31/24	20002	Industrial Source	Gen	265.22
10/31/24	20003	Les Schwab	Gen	1,233.79
10/31/24	20004	Oregon Pacific Company	Gen	232.78
10/31/24	20005	Oregon Tool & Supply	Gen	23.90
10/31/24	20006	Perry's Supply	Gen	20.41
10/31/24	20007	Platt	Gen	333.70
10/31/24	20008	Schindler Elevator Corporation	Gen	4,104.10
10/31/24	20009	Security Solutions Group	Gen	670.00
10/31/24	20010	Sherwin-Williams	Gen	1,802.88
10/31/24	20011	Tom's Lock & Key	Gen	103.50
10/31/24	20012	Vend West Services Inc	Gen	10.00
10/31/24	20013	Waste Connection	Gen	48.00
10/31/24	20014	West Coast Fencing	Gen	713.08
Total 10/31/24:				<u>33,760.92</u>
Grand Total:				<u><u>1,336,308.05</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/01/24	DB20241001	Carson-Davis Oil Company	Gen	2,107.27
10/01/24	DB20241001	Spectrum Business	Gen	362.62
Total 10/01/24:				<u>2,469.89</u>
10/03/24	DB20241003	NW Natural	Gen	57.6
10/03/24	DB20241003	North Bend Sanitation	Gen	746.67
10/03/24	DB20241003	North Bend Sanitation	BEC	569.05
10/03/24	DB20241003	North Bend Sanitation	BLM	303.15
10/03/24	DB20241003	North Bend Sanitation	BLM	303.15
Total 10/03/24:				<u>1,979.62</u>
10/08/24	DB20241008	Carson-Davis Oil Company	Gen	684.24
Total 10/09/24				<u>684.24</u>
10/09/24	DB20241009	U.S. Cellular	Gen	300.57
Total 10/09/24				<u>300.57</u>
10/16/24	DB20241016	Banner Bank	Gen	92.12
Total 10/16/24:				<u>92.12</u>
10/18/24	DB20241018	Pacific Power	Gen	12,237.74
	DB20241018	Pacific Power	BEC	669.85
	DB20241018	Pacific Power	BLM	2,674.93
Total 10/18/24:				<u>15,582.52</u>
10/22/24	DB20241022	Pacific Power	Gen	27.55
Total 10/09/24				<u>27.55</u>
10/28/24	DB20241028	Banner Bank	Gen	44,337.26
Total 10/28/24				<u>44,337.26</u>
10/31/24	DB20241031	Spectrum Business	Gen	362.62
10/31/24	DB20241031	Carson-Davis Oil Company	Gen	1,544.18
Total 10/31/24:				<u>1,906.80</u>
Grand Total:				<u>67,380.57</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/04/24	DB20241004	Payroll 10/04/2024	Gen	39,085.92
10/04/24	DB20241004	Internal Revenue Service	Gen	12,429.08
10/04/24	DB20241004	Oregon Department of Revenue	Gen	<u>3,503.22</u>
Total 10/04/24:				<u><u>55,018.22</u></u>
10/12/24	DB20241012	PERS	Gen	<u>12,563.57</u>
Total 10/12/24:				<u><u>12,563.57</u></u>
10/21/24	DB20241021	Payroll 10/21/2024	Gen	38,091.75
10/21/24	DB20241021	Internal Revenue Service	Gen	12,033.34
10/21/24	DB20241021	Oregon Department of Revenue	Gen	<u>3,404.12</u>
Total 10/21/24:				<u><u>53,529.21</u></u>
10/28/24	DB20241028	PERS	Gen	<u>13,046.31</u>
Total 10/28/24:				<u><u>13,046.31</u></u>
Grand Total:				<u><u>134,157.31</u></u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
10/02/24	DB20241002	Bankcard Merchant	Gen	1,184.80
10/02/24	DB20241002	Authnet Gateway Billing	Gen	17.25
Total 10/02/24:				<u>1,202.05</u>
Grand Total:				<u>1,202.05</u>

COOS COUNTY AIRPORT DISTRICT

DATE: December 05, 2024

SUBJECT: Acceptance of November 2024 Financial Reports and Check Register

BACKGROUND:

These reports are provided pursuant to a recommendation from the District's external auditor, supported by the Executive Director, providing transparency and full disclosure. The District's bank statements (Umpqua General Checking, Municipal Pool, Passenger Facility, and Payroll Checking; Banner Bank; Oregon Pacific Bank; Local Government Investment Pool General and Reserve accounts) are reconciled by the 10th of the month following month-end; all transactions are posted daily; financial reports available upon request; and reports saved onto the District's website. The fund summary shows all funds are within appropriation levels, with 41.67% of the fiscal year elapsed, and general fund property tax collections at 92.33% of budget.

Checks are routinely issued from the accounts payable account (weekly) and payroll account (twice monthly), as shown by the attached check registers totaling \$1,323,668.88 (accounts payable) and \$134,807.83 (payroll). For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll payables are expended from the payroll account.

FISCAL IMPACT:

The balances are within the budget appropriations.

LEGAL CONSIDERATION:

N/A

Attachments:

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

Coos County Airport District
Agenda Staff Report

TO: Jason Bell, Chair; District Commissioners
 FROM: Crystal Pierce, Finance Manager
 THROUGH: Rodger Craddock, Executive Director
 ISSUE: November 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$6,556,430 of which \$3,890,805 is unrestricted and available cash across all accounts. The Balance Sheet shows beginning balance; (used or earned) or the difference between what was earned to what was spent; and the ending balance or what remained as fund balance for each major fund. The Fund Summary shows revenues and expenditures for current period, fiscal year-to-date, and adopted budget amounts for each major fund.

Umpqua Checking	Sweep/AP Checking	Checks current/prior month expenses	1,182,628
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	254,791
Payroll Checking	Sweep	Checks current/prior month expenses	55,310
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	34,257
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,315
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	324,303
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	1,840,817
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	2,860,010
Total Cash on Hand			\$ 6,556,430
Less LGIP Reserve	Reserve	Restricted Fund Use	(1,840,817)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(250,000)
Less Construction Fund	Construction Fund	Future Projects	(48,519)
Less DHS IFA Loan	Debt Service	B17001 - Buid-to-suit	-
Less Terminal Deferred Interest	Debt Service	L06005 - Terminal Interest	-
Less Oregon Pacific DHS Loan	Debt Service	7113075 - Buid-to-suit	(92,682)
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(42,149)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	(371,458)
Total Unrestricted Funds			\$ 3,890,805

Fund	Beginning Fund Balance 07/01/24	(Used) Earned	Ending Fund Balance 11/30/24
General Fund	\$ 4,043,003	1,134,310	4,653,666
Construction Fund	\$ 74,742	88,047	672,450
PFC Fund	\$ 17,168	10,850	50,613
Unemployment Fund	\$ 62,149	-	62,149
BLM Fund	\$ 304,300	7,853	359,221
DHS Fund	\$ 618,930	(718,406)	252,116
BEC Fund	\$ 135,614	(48,683)	113,836
Building Reserve Fund	\$ 780,078	4,790	805,283

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - November 30, 2024

Combined Funds

ASSETS

Current Assets

Checking/Saving	6,556,692
-----------------	-----------

Accounts Receivable	100,395
---------------------	---------

Other Current Assets	
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Total Current Assets	6,657,087
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Fixed Assets	30,626
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Total Assets	\$ 6,687,712
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LIABILITIES & EQUITY

Current Liabilities

Accounts Payable	2,586
------------------	-------

Other Current Liabilities	2,322
---------------------------	-------

Total Current Liabilities	4,907
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Equity	6,682,805
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Total Liability & Equity	\$ 6,687,712
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General Fund

ASSETS

Current Assets

Checking/Saving	3,139,747
-----------------	-----------

Petty Cash	261
------------	-----

Accounts Receivable	97,819
---------------------	--------

Total Current Assets	3,237,827
----------------------	-----------

Fixed Assets	30,626
--------------	--------

Total Assets	\$ 3,268,452
--------------	--------------

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable	2,586
------------------	-------

Other Current Liabilities	1,722
---------------------------	-------

Total Current Liabilities	4,307
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Equity	3,264,145
--------	-----------

Total Liability & Equity	\$ 3,268,452
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COOS COUNTY AIRPORT DISTRICT
 Balance Sheets
 For Year to Date - November 30, 2024

Construction Fund

ASSETS

Current Assets

 Checking/Saving 902,830

 Other Current Assets

 Total Current Assets 902,830

 Fixed Assets

Total Assets \$ 902,830

LIABILITIES & EQUITY

 Equity 902,830

Total Liability & Equity \$ 902,830

Passenger Facility Charges (PFC) Fund

ASSETS

Current Assets

 Checking/Saving 45,115

 Total Current Assets 45,115

Total Assets \$ 45,115

LIABILITIES & EQUITY

 Equity 45,115

Total Liability & Equity \$ 45,115

Unemployment Fund

ASSETS

Current Assets

 Checking/Saving 62,149

 Total Current Assets 62,149

Total Assets \$ 62,149

LIABILITIES & EQUITY

 Equity 62,149

Total Liability & Equity \$ 62,149

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - November 30, 2024

BLM Fund

ASSETS		
Current Assets		
Checking/Saving	706,338	
Total Current Assets	706,338	
Total Assets		<u>\$ 706,338</u>
LIABILITIES & EQUITY		
Accounts Payable	-	
Equity	706,338	
Total Liability & Equity		<u>\$ 706,338</u>

DHS Multi Services Campus Fund

ASSETS		
Current Assets		
Checking/Saving	509,922	
Other Current Assets		
Total Current Assets	509,922	
Total Assets		<u>\$ 509,922</u>
LIABILITIES & EQUITY		
Equity	509,922	
Total Liability & Equity		<u>\$ 509,922</u>

BEC Fund - Business Enterprise Center

ASSETS		
Current Assets		
Checking/Saving	14,637	
Accounts Receivable	2,577	
Total Current Assets	17,213	
Total Assets		<u>\$ 17,213</u>
LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	-	
Other Current Liabilities	600	
Total Current Liabilities	600	
Equity	16,613	
Total Liability & Equity		<u>\$ 17,213</u>

COOS COUNTY AIRPORT DISTRICT
Balance Sheets
For Year to Date - November 30, 2024

Building Reserve Fund

ASSETS

Current Assets

Checking/Saving

1,175,693

Total Current Assets

1,175,693

Total Assets

\$ 1,175,693**LIABILITIES & EQUITY**

Equity

1,175,693

Total Liability & Equity

\$ 1,175,693

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - November, 2024

	Total Revised Budget	Actual		% of Budget
		November	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 2,417,971	\$ 2,004,238	\$ 2,527,885	
Revenues				
Taxes	1,517,450	1,352,149	1,401,133	92.33%
Other	1,359,571	142,589	676,603	49.77%
Grants and subsidy	250,000	-	-	0.00%
Transfers in	1,630,000	50,000	150,000	9.20%
Transactions paid from incorrect fund	-	-	-	
Total Revenue	<u>4,757,021</u>	<u>1,544,738</u>	<u>2,227,736</u>	
Expenses				
Personnel Services	2,057,404	172,194	882,815	42.91%
Materials and Services	2,011,771	133,466	534,507	26.57%
Capital Outlay	1,027,398	42,879	115,542	11.25%
Debt Service	127,470	61,889	84,209	66.06%
Transfers out	1,785,740	-	-	0.00%
Contingency/Rounding	-	-	-	
Total Expenses	<u>7,009,783</u>	<u>410,428</u>	<u>1,617,073</u>	
Ending Fund/Cash Balance	<u>\$ 165,209</u>	<u>\$ 3,138,548</u>	<u>\$ 3,138,548</u>	
Construction Fund				
Beginning Fund/Cash Balance	\$ 322,840	\$ 814,784	\$ 305,123	
Federal Grant Proceeds - FAA	3,181,414	215,002	2,135,319	67.12%
State Grants-AIP Projects	2,386,000	-	200,209	8.39%
Transfers In from General Fund	1,785,740	-	-	0.00%
Reimbursements	-	-	-	
Transactions paid from incorrect fund	-	-	-	
Total Receipts	<u>7,353,154</u>	<u>215,002</u>	<u>2,335,528</u>	
Capital Outlay - Runway 22 RSA Improvements	-	16,824	115,282	
Capital Outlay - ARFF/Maint Facility	-	-	60,000	
Capital Outlay - Cargo Facility & Road Realignment	3,000,000	30,312	238,865	7.96%
Capital Outlay - Glideslope Relocation	796,875	44,992	44,992	5.65%
Capital Outlay - Reconstruct Ramp/Apron	2,000,000	26,027	1,234,681	61.73%
Capital Outlay -Terminal Parking/Sidewalk	1,650,000	-	-	0.00%
Capital Outlay - Business Park Site Development	75,000	-	-	0.00%
Project Management/Consulting Services	105,600	8,800	44,000	41.67%
Transfer Out	-	-	-	
Total Disbursements	<u>7,627,475</u>	<u>126,955</u>	<u>1,737,820</u>	22.78%
Ending Fund/Cash Balance	<u>\$ 48,519</u>	<u>\$ 902,831</u>	<u>\$ 902,831</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - November, 2024

	Total Revised Budget	Actual		% of Budget
		November	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 9,594	\$ 34,265	\$ 11,670	
Investment Earnings	-	-	-	
Passenger Facility Charges	80,000	10,850	33,445	41.81%
Total Receipts	<u>80,000</u>	<u>10,850</u>	<u>33,445</u>	
Transfer out to General Fund	80,000	-	-	0.00%
Total Disbursements	<u>80,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 9,594</u>	<u>\$ 45,115</u>	<u>\$ 45,115</u>	
Unemployment Fund				
Beginning Fund/Cash Balance	\$ 62,149	\$ 62,149	\$ 62,149	
Transfer from General Fund				
Total Receipts	<u>-</u>	<u>-</u>	<u>-</u>	
Unemployment Claims	20,000	-	-	0.00%
Total Disbursements	<u>20,000</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 42,149</u>	<u>\$ 62,149</u>	<u>\$ 62,149</u>	
BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 643,122	\$ 698,485	\$ 651,417	
Lease Revenue	881,415	74,056	370,139	41.99%
Investment Earnings	14,000	1,280	6,734	
Reimbursement			2,335	
Miscellaneous	120,000		2,005	1.67%
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,015,415</u>	<u>75,336</u>	<u>381,213</u>	
Materials and Services				
All but below	129,471	16,141	64,276	49.65%
HVAC and other major repairs	75,000	150	55,796	74.39%
Capital Outlay				
Exterior Paint/Gutters	120,000	12,435	12,435	
Landscaping	20,000		-	
Debt Service	465,150	38,757	193,785	41.66%
Transfer Out	600,000		-	0.00%
Contingency				
Total Disbursements	<u>1,409,621</u>	<u>67,483</u>	<u>326,292</u>	
Ending Fund/Cash Balance	<u>\$ 248,916</u>	<u>\$ 706,338</u>	<u>\$ 706,338</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - November, 2024

	Total Revised Budget	Actual		% of Budget
		November	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 739,844	\$ 1,228,328	\$ 876,466	
Lease revenue	1,583,279	131,878	659,390	41.65%
Investment Earnings	30,000	2,489	17,843	59.48%
Reimbursements & Cost Shares			129	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,613,279</u>	<u>134,367</u>	<u>677,362</u>	
Materials and Services	165,878	22,893	67,686	40.80%
Capital Outlay	60,000		-	0.00%
Debt Service				
OR Pacific Loan	139,023	11,585	57,925	41.67%
IFA Loan	818,300	818,295	818,295	100.00%
Transfer to General Fund	450,000		100,000	22.22%
Transfer to Building Reserve Fund	100,000		-	0.00%
Total Disbursements	<u>1,733,201</u>	<u>852,773</u>	<u>1,043,906</u>	60.23%
Ending Fund/Cash Balance	<u>\$ 619,922</u>	<u>\$ 509,922</u>	<u>\$ 509,922</u>	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 31,663	\$ 63,319	\$ 36,414	
BEC Rent Receipts	100,000	5,728	41,455	41.46%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			-	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>100,000</u>	<u>5,728</u>	<u>41,455</u>	
Materials and Services	44,410	4,411	13,233	29.80%
Return of Security Deposits			-	
Pass through expenses			-	
Transfer to General Fund	50,000	50,000	50,000	100.00%
Transfer to Building Fund	25,000		-	0.00%
Total Disbursements	<u>119,410</u>	<u>54,411</u>	<u>63,233</u>	
Ending Fund/Cash Balance	<u>\$ 12,253</u>	<u>\$ 14,636</u>	<u>\$ 14,636</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - November, 2024

	Total Revised Budget	Actual		% of Budget
		November	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 1,149,157	\$ 1,170,902	\$ 1,150,487	
Investment Earnings	50,000	4,790	25,205	50.41%
Transfer from BEC	25,000	-	-	0.00%
Transfer from BLM	50,000	-	-	0.00%
Transfer from DHS - APD	100,000	-	-	0.00%
Transfer from Construction	-	-	-	
Total Receipts	225,000	4,790	25,205	11.20%
Capital Outlay	-	-	-	
Transfer to General Fund	-	-	-	
Transfer to Construction Fund	-	-	-	
Total Disbursements	-	-	-	
Ending Fund/Cash Balance	\$ 1,374,157	\$ 1,175,692	\$ 1,175,692	

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/04/24	DB20241104	VOYA/OSGP	Gen	100.00
11/04/24	20015	Superior Construction Consulting Services	Const.	4,400.00
Total 11/04/24:				<u>4,500.00</u>
11/07/24	20016	Coos Bay North Bend Water	BEC	244.25
11/07/24	20017	Coos Bay North Bend Water	BLM	2,143.30
11/07/24	20018	Ziplay Fiber	BLM	183.55
11/07/24	20019	Ardurra	Const.	73,162.73
11/07/24	20037	Federal Aviation Administration	Const.	44,992.22
11/07/24	20021	Oregon Pacific Bank	DHS	11,585.21
11/07/24	20022	Ziplay Fiber	DHS	115.11
11/07/24	20023	Clean Rivers Erosion Control Inc	Gen	3,676.67
11/07/24	20024	Coos Bay North Bend Water	Gen	1,444.92
11/07/24	20025	Douglas Fast Net	Gen	165.53
11/07/24	20026	Lincoln Financial	Gen	275.00
11/07/24	20027	American Family Life Assurance Co	Gen	118.82
11/07/24	20028	Markit Group Limited	Gen	2,625.00
11/07/24	20029	Rodger Craddock	Gen	763.20
11/07/24	20030	Special Districts Association of Oregon	Gen	108,386.45
11/07/24	20031	Standard Insurance Company	Gen	1,348.69
11/07/24	20032	Ziplay Fiber	Gen	236.66
11/07/24	20033	Ziplay Fiber	Gen	66.61
11/07/24	20034	Ziplay Fiber	Gen	270.00
11/07/24	20035	Ziplay Fiber	Gen	270.00
11/07/24	20036	Ziplay Fiber	Gen	450.00
Total 11/07/24				<u>252,523.92</u>
11/14/24	20038	Western Exterminator Company	BEC	85.00
11/14/24	20039	Knife River Materials	BLM	300.00
11/14/24	20040	Western Exterminator Company	BLM	150.00
11/14/24	20041	Superior Construction Consulting Services	Const	4,400.00
11/14/24	20042	Western Exterminator Company	DHS	195.50
11/14/24	20043	Zion Bank	DHS	818,294.64
11/14/24	20044	Ace Hardware	Gen	99.47
11/14/24	20045	Bi-Mart Corporation	Gen	242.94
11/14/24	20046	Busines Oregon IFA	Gen	56,308.62
11/14/24	20047	CnB Security Inc	Gen	600.00
11/14/24	20048	Cardmember Service	Gen	11,596.20
11/14/24	20049	Comp U Talk	Gen	452.00
11/14/24	20050	Industrial Source	Gen	265.22
11/14/24	20051	Knife River Materials	Gen	29,500.00
11/14/24	20052	Melissa Cribbins Attorney at Law PC	Gen	1,550.00
11/14/24	20053	State Forester	Gen	72.01
11/14/24	20054	SAID Corporation	Gen	1,551.50
11/14/24	20055	South Coast Office Supply	Gen	57.76

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/14/24	20056	Stephanie Stroud CPA LLC	Gen	300.00
11/14/24	20057	Streamline	Gen	800.00
11/14/24	20058	Umpqua Valley Financial LLC	Gen	4,000.00
11/14/24	20059	USDA APHIS	Gen	10.09
11/14/24	20060	Volaire Aviation Inc	Gen	2,947.49
11/14/24	20061	Amos Vorster	Gen	236.00
11/14/24	20062	Western Exterminator Company	Gen	159.75
11/14/24	20063	Zipty Fiber	Gen	491.23
Total 11/14/24				<u>934,665.42</u>
11/20/24	DB20241120	VOYA/OSGP	Gen	100.00
Total 11/20/24:				<u>100.00</u>
11/21/24	20064	O'Neills Overhead Doors	BLM	12,435.00
11/21/24	20065	Brent Pahls	Gen	79.93
11/21/24	20066	Cardinal Employment Services	Gen	3,327.66
11/21/24	20067	Lincol Financial	Gen	275.00
11/21/24	20068	O'Neills Overhead Doors	Gen	8,286.90
11/21/24	20069	S&W Farming InC	Gen	275.00
11/21/24	20070	Security Solutions Group	Gen	3,705.00
11/21/24	20071	Tower Ford	Gen	907.35
Total 11/21/24:				<u>29,291.84</u>
11/25/24	20072	City of North Bend	Gen	195.61
Total 11/25/24:				<u>195.61</u>
11/27/24	20073	Coastal Paper & Supply	BEC	108.77
11/27/24	20074	Perry's Supply	BEC	40.23
11/27/24	20075	Vend West Services Inc	BEC	15.00
11/27/24	20076	Kyle Electric Inc	DHS	550.00
11/27/24	20077	Perry's Supply	DHS	145.77
11/27/24	20078	Tri-County Plumbing Contractors	DHS	73.80
11/27/24	20079	Ace Hardware	Gen	371.30
11/27/24	20080	Big Tents Rents & Events	Gen	245.91
11/27/24	20081	Cardinal Employment Services	Gen	3,638.88
11/27/24	20082	City of North Bend	Gen	122.26
11/27/24	20083	Comfort Flow Heating	Gen	4,562.00
11/27/24	20084	Coos Head Builders Supply	Gen	438.57
11/27/24	20085	DebtBook	Gen	11,700.00
11/27/24	20086	Golder's Napa	Gen	112.91
11/27/24	20087	HGE Architects Inc	Gen	5,092.50
11/27/24	20088	Industrial Steel & Supply	Gen	90.00

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/27/24	20089	KEZI	Gen	1,170.00
11/27/24	20090	KVAL	Gen	1,575.00
11/27/24	20091	NW Natural	Gen	1,007.45
11/27/24	20092	NW Natural	Gen	94.24
11/27/24	20093	Perry's Supply	Gen	36.39
11/27/24	20094	Platt	Gen	1,062.60
11/27/24	20095	Quadient Postage Funding	Gen	337.97
11/27/24	20096	Schindler Elevator Corporation	Gen	4,104.10
11/27/24	20097	Scott Taylor	Gen	20.60
11/27/24	20098	Sherwin-Williams	Gen	689.07
11/27/24	20099	South Coast Saw & Garden	Gen	5.00
11/27/24	20100	Tom's Lock & Key	Gen	40.00
11/27/24	20101	Vend West Services Inc	Gen	10.00
11/27/24	20102	Amos Vorster	Gen	231.96
11/27/24	20103	Waste Connection	Gen	48.00
Total 11/27/24:				<u>37,740.28</u>
Grand Total:				<u>1,259,017.07</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/01/24	DB20241101	NW Natural	Gen	92.36
Total 11/01/24:				<u>92.36</u>
11/05/24	DB20241105	North Bend Sanitation	Gen	758.04
11/05/24	DB20241105	North Bend Sanitation	BEC	605.13
11/05/24	DB20241105	North Bend Sanitation	BLM	307.77
11/05/24	DB20241105	North Bend Sanitation	BLM	<u>307.77</u>
Total 11/05/24:				<u>1,978.71</u>
11/08/24	DB20241108	U.S. Cellular	Gen	315.49
Total 11/08/24				<u>315.49</u>
11/13/24	DB20241113	Carson-Davis Oil Company	Gen	473.00
Total 11/13/24				<u>473.00</u>
11/15/24	DB20241115	Banner Bank	Gen	<u>96.05</u>
Total 11/15/24:				<u>96.05</u>
11/20/24	DB20241120	Pacific Power	Gen	13,095.25
11/20/24	DB20241120	Pacific Power	BLM	<u>2,902.31</u>
Total 11/20/24:				<u>15,997.56</u>
11/21/24	DB20241121	Pacific Power	Gen	28.67
11/21/24	DB20241121	Pacific Power	BEC	<u>762.13</u>
Total 11/21/24				<u>762.13</u>
11/29/24	DB20241129	Banner Bank	Gen	<u>44,337.26</u>
Total 11/29/24				<u>44,337.26</u>
Grand Total:				<u>64,052.56</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/05/24	DB20241105	Payroll 11/05/2024	Gen	40,632.45
11/05/24	DB20241105	Internal Revenue Service	Gen	12,938.82
11/05/24	DB20241105	Oregon Department of Revenue	Gen	3,626.48
Total 11/05/24:				<u>57,197.75</u>
11/12/24	DB20241112	PERS	Gen	13,875.29
Total 11/12/24:				<u>13,875.29</u>
11/20/24	DB20241120	Payroll 11/20/2024	Gen	35,064.12
11/20/24	DB20241120	Internal Revenue Service	Gen	12,095.36
11/20/24	DB20241120	Oregon Department of Revenue	Gen	3,432.66
Total 11/20/24:				<u>50,592.14</u>
11/27/24	DB20241127	PERS	Gen	13,142.65
Total 11/27/24:				<u>13,142.65</u>
Grand Total:				<u>134,807.83</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
11/04/24	DB20241104	Bankcard Merchant	Gen	583.25
11/04/24	DB20241104	Authnet Gateway Billing	Gen	16.00
Total 11/04/24:				<u>599.25</u>
Grand Total:				<u>599.25</u>

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, December 5, 2024

Certification Inspection: An FAA 139 inspection is a certification inspection conducted by the FAA to ensure that airports with Airport Operating Certificates are meeting the requirements of Part 139. During the inspection, the FAA verifies that the airport is complying with procedures in its Airport Certification Manual (ACM), meeting Part 139 standards, and is worthy of serving the flying public. The inspection covers a review of paperwork and a “practical test”. The ACM includes self-inspection procedures, procedures to ensure safety during construction, and procedures for controlling pedestrians and vehicles in the movement area.

FAA inspectors visited OTH November 18-20. The lead inspector was very complementary of the professionalism of the Airport’s maintenance and operations staff, and of the good condition of the Airport Operating Area. The Airport was given a near perfect score, with only one minor discrepancy which was immediately rectified.

Continuing Education / Ride Alongs: To maintain their certification as an Emergency Medical Responder, all Operations/ARFF personnel are required to receive continuing education throughout the year. Locally, part of that education involves ride-alongs with Bay Cities Ambulance, twice per year. Staff is scheduled to receive this training starting the week of December 2nd.

Ditch Digging: Staff observed that the poor drainage in the area just outside Taxiway Alpha, next to the waste water treatment plant, was resulting in water saturation of the ground near the taxiway. To address this problem, modifications were made to the drainage in that area, resulting in immediate improvements.

Damaged Power Line: During the ditch digging excavation project mentioned above, an FAA powerline was damaged. Staff worked with FAA personnel to quickly install a temporary patch to bring MALSR, localizer, and ILS back up.



BLM Gutter Project: Maintenance staff assisted with replacing the gutters on the BLM Warehouse. The scheduled replacement of the gutters on the BLM office building is on hiatus, waiting for a weather window that will allow the work to continue.

Parking Lot Signage: Staff identified that improvements were needed in the wayfinding signage in the parking and drop off areas of the Airport. Existing signs are being refurbished, and additional signs are being added in an effort to improve the passenger experience at OTH.

Sink Holes. In mid-November, two sink holes were discovered at the airport; one located near the air traffic control tower, and the other near the intersection of taxiways A and B. It was identified that these sinkholes were the result of failed stormlines. Knife River Materials was able to assist in quickly addressing the issue, and repairs were completed on November 26th.



Wildlife Management: The Airport is seeing a significant increase in Canadian Geese migrating through the area, often looking to rest and feed on and around the airport operating area. Both the number and size of these birds create hazardous conditions for aircraft using the airport. Trained staff have employed various methods of hazing to encourage the birds to move along.

COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

November 28, 2024

Marketing



Our advertising has completely focused on the winter schedule and extra days available to travel around Christmas and New Year's Day. Radio and additional television ads are focused on traveling through San Francisco to reach your destination.

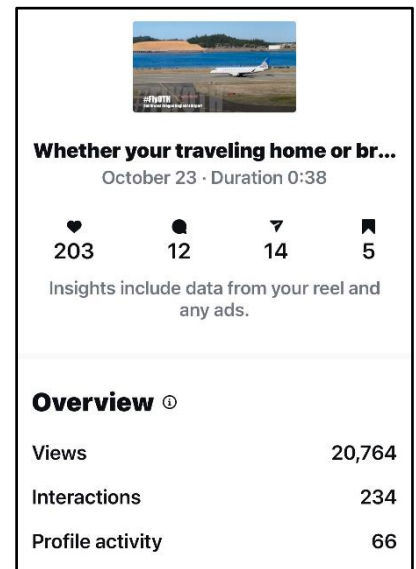
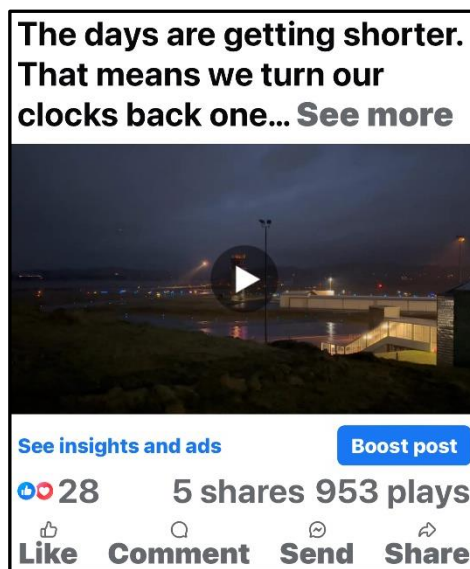
In addition, I have increased advertising on social media to promote holiday travel. The goal is to increase passenger enplanements through OTH during every day United flies as well as remind people looking for alternatives to fly instead of drive.



Social Media

Social Media engagement on Facebook and Instagram continues to be a cost-effective way to reach our audience.

Hiring events and boosted content on both platforms have helped reach additional people and increase our followers. We have also engaged with events, holidays, or unique occurrences such as the Starlink photo taken by Airport Operations. In just a few hours it reached over 6000 people and was shared 8 times. A post on Instagram and Facebook was enjoyed by people and resulted in additional followers, helping to grow our audience.



COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

Events



Rotary will hold its final **Park Community Event** at the North Bend Senior and Activity Center on Thursday, December 12, 2024, at 6 pm. This will be the final presentation with the consultant before the plan is presented to the Board of Commissioners for final approval.

The Coos Bay-North Bend Rotary Club and Park Project Consultant Groundworkshop for the unveiling of the final draft of the Airport Height Park Master Plan Concept. Rotary has been working under a Memorandum of Understanding with the Coos County Airport District to Revitalize the park since May of 2023.

Using public community meetings and surveys, and with the guidance of the CCAD Park Steering Committee (made up of Rotary, community members, and CCAD representatives), Groundworkshop has designed a draft of a master plan. It will be used by Rotary to build the funding necessary to complete the revitalization of the park. The meeting takes place Thursday, December 12, 2024, from 6:00 to 8:00 pm. The public is encouraged to drop in at any time at the North Bend Senior and Activity Center.

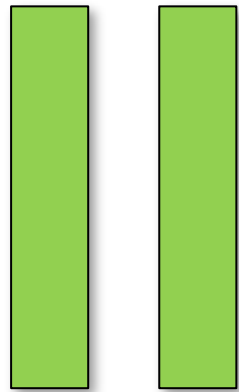
The airport hosted **Leadership Coos Business and Industry** presentations again this year. Our focus was on projects underway or planned. It included 6 major projects and a tour of the project sites.



Month	Date	Location	Time	Sign-in
JAN	11	MILICOMA MARSH TRAIL	COOS BAY	1pm-3pm • Sign in 12:30pm
FEB	8	AIRPORT HEIGHTS PARK	NORTH BEND	1pm-3pm • Sign in 12:45pm
MAR	9	JOHN TOPITS	COOS BAY	
JUN	14	UNITED WAY DAY OF CARING	COOS BAY & NORTH BEND	9am-12pm
JUL	12	JULY JUBILEE PREP	NORTH BEND	10am-12pm • Sign in 9:45am
AUG	9	JOHN TOPITS	COOS BAY	

The non-profit group **Oregon's Bay Area Beautification (OBAB)** has released its clean-up events for 2025. Airport Heights Park is one of the areas that is proposed for an organized clean-up in February. I will be reaching out for more information. OBAB held 11 events this year with 1100 hours of volunteer time. Over 65 cubic yards of trash and 42 yards of invasives were removed from John Topits Park in Coos Bay and Ferry Road Park in North Bend.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, December 5, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:
Next Regular Board Meeting January 23, 2025

ADJOURN

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, December 5, 2024

FAA Approves CCAD's 5-Capital Improvement Plan

The Coos County Airport District (CCAD) oversees 619 acres of property, comprising both on-airport and off-airport sites. As part of its ongoing planning and compliance requirements, the Federal Aviation Administration (FAA) mandates that CCAD establish a five-year Capital Improvement Plan (CIP) for major projects on airport property. These projects are funded with federal financial assistance through FAA Airport Improvement Program (AIP) Funds, FAA Discretionary Funds, and Bipartisan Infrastructure Law Grant funds.

Fed FY	Funding Source	Project	Estimated Cost	Funding Plan	
				Federal Funding	CCAD Match
2025	AIP / DI	RSA Improvements Phase 2 - Construction	\$7,000,000	\$1,250,000* <small>(FAA is seeking additional funding for this project)</small>	\$350,000
2025	AIP	Glide Slope Relocation	\$790,000	\$750,000	\$40,000
2025	BIL	Update Master Plan	\$1,000,000	\$950,000	\$50,000
2027	AIP / BIL	Pavement Maintenance	\$2,500,000	\$2,375,000	\$125,000
2029	AIP / BIL	Apron Reconstruction	\$2,900,000	\$2,755,000	\$145,000

Without question, the above chart does not include all of the planned CIP projects within the airport's secure area. Additional projects include the following:

- 2025 Construction of the new cargo facility at an estimated cost of \$3,000,000
- 2025 Reconstruction of the airport concourse at an estimated cost of \$850,000

We will continue to seek grant funds to reconstruct the legacy apron estimated to cost in the neighborhood of \$20,000,000. (We will submit a RAISE grant request for this project in January 2025).

In addition, should we secure a lease for the corporate hangar and office space, the Board may want to consider undertaking phase two of the hangar project by constructing an adjoining 25,000 sq ft hangar next to the corporate hangar.

Annual Airport Inspection / Certification

Airports providing passenger-carrying operations (commercial air service) are required to be certified by the FAA. This certification ensures compliance with a rigorous set of federal requirements designed to maintain the highest standards of safety and operational efficiency. These requirements cover a broad spectrum of areas, including signage, lighting, and

markings; runway safety; aircraft rescue and firefighting (ARFF); aviation fueling safety; and wildlife hazard management.

Recently, CCAD underwent its annual FAA certification inspection. At the conclusion of the inspection, Deputy Director Brittsan and I met with the FAA inspectors to review their findings. While the inspection and records review identified a few matters requiring attention, the inspector was highly complimentary of the overall condition of the airfield, the readiness and capabilities of the ARFF team, and the dedication and professionalism demonstrated by our staff. This positive feedback reflects the hard work and commitment of everyone involved in maintaining high standards at the airport.

Passing this annual inspection is no small achievement. It reflects countless hours of effort and attention to detail by our operations and maintenance teams. The commitment and expertise of our staff are the foundation of our continued success in meeting these stringent federal requirements.

Phase 1 of the Legacy Apron Reconstruction Project has been completed!

CCAD's apron infrastructure includes a 138,000 ft² apron constructed in 2023, a 63,000 ft² concrete apron in front of the large hangar built in 2014, and a 300,000 ft² legacy apron dating back to WWII.

Several months ago, Knife River Materials was awarded the contract for Phase 1 of the legacy apron reconstruction project, designed by our engineer of record, Ardurra. Work began in July and I am happy to report that the construction project has been completed.

The area involved was just over 20,000 ft², or just under 7% of the overall legacy apron. The total project cost was slightly over \$1.8 million, with 96.25% of the funding reimbursed through federal grants.



To secure funding for the reconstruction of the remaining vintage apron, CCAD staff will be submitting a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application in January 2025. The project involves reconstructing approximately 280,000 square feet of WWII-era apron, with an estimated cost of \$20 million.

This reconstruction is a critical infrastructure need, ensuring the apron meets modern safety and operational standards while supporting the airport's long-term sustainability and capacity for growth.

Environment Management Activities

CCAD recently engaged Fred Messerly's services to address a drainage issue northeast of the treatment plant along the adjacent taxiway (depicted in the following before and pictures). During this process, the existing ditch was cleaned out and the nearby brush and invasive species were removed.



Upcoming Environment Management Efforts

Earlier this year, CCAD provided a [letter of support](#) to the City of North Bend for their Oregon State Fire Marshal (OSFM) Community Wildfire Risk Reduction Grant application. We are pleased to share that the grant was approved in the amount of \$75,000.

The City is collaborating with Oregon Bay Area Beautification (OBAB), the Coos County Airport District (CCAD), and the Coos Watershed Association to develop local solutions for enhancing defensible space around the City to reduce wildfire risks.

As part of this effort, OBAB recently published its 2025 projects calendar, which includes an event scheduled for February at Airport Heights Park. This partnership represents an important step in strengthening community resilience and improving wildfire preparedness in our area.



Many Hands Make Light Work!

OBAB 2ND SATURDAY 2025 CLEANUPS

Our Mission is to beautify Oregon's Bay Area of Coos Bay and North Bend



4obab.org



Mark your calendar for these upcoming cleanup projects - subject to change.

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>JAN 11 : MILLICOMA MARSH TRAIL COOS BAY 1pm-3pm • Sign in 12:45pm</p> </div>	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>JUN 14 : UNITED WAY DAY OF CARING COOS BAY & NORTH BEND 9am-12pm</p> </div>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>FEB 8 : AIRPORT HEIGHTS PARK NORTH BEND 1pm-3pm • Sign in 12:45pm</p> </div>	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>JUL 12 : JULY JUBILEE PREP NORTH BEND 10am-12pm • Sign in 9:45am</p> </div>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>MAR 8 : JOHN TOPITS PARK COOS BAY 1pm-3pm • Sign in 12:45pm</p> </div>	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>AUG 9 : JOHN TOPITS PARK COOS BAY 10am-12pm • Sign in 9:45am</p> </div>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>APR 12 : JOHN TOPITS PARK COOS BAY 1pm-3pm • Sign in 12:45pm</p> </div>	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>SEP 13 : LOCATION TBD TBD 10am-12pm • Sign in 9:45am</p> </div>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>MAY 10 : MARSHFIELD PIONEER CEMETERY COOS BAY 10am-12pm • Sign in 9:45am</p> </div>	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; background-color: #e0ffe0;"> <p>OCT 11 : NORTH BEND PARKS NORTH BEND 10am-12pm • Sign in 9:45am</p> </div>

For more information visit 4obab.org
or email volunteer@4obab.org

Nov 8 - Volunteer Appreciation Event
Dec - No Event

OBAB Partners in Beautification





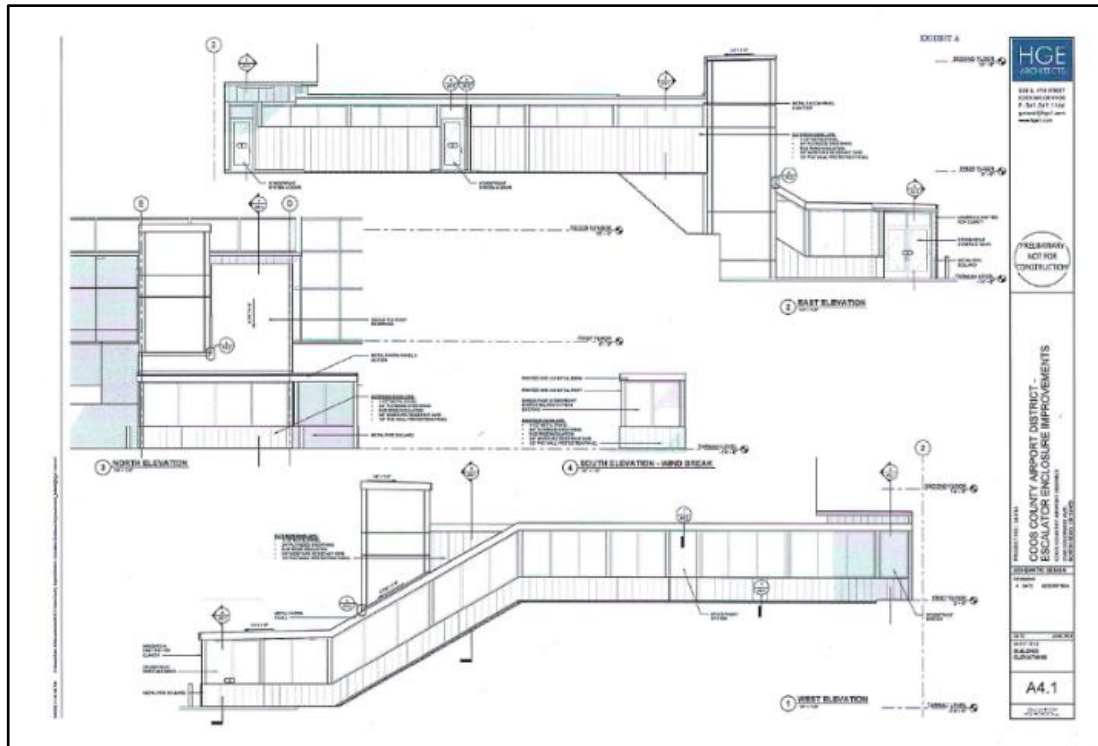





Concourse Capital Improvement Project

In February 2024, the Board approved a scope of work with HGE Architects to begin preliminary design efforts to enclose and upgrade the concourse between the tarmac and the secure passenger waiting area. The project includes roof improvements, insulation, the addition of interior wall and ceiling finishes, new lighting, and the installation of a climate control system.

HGE completed the pre-design phase in June and is currently in the final design phase, and expected to be completed later this month. The competitive bidding process aimed at securing a contractor is anticipated to begin in January 2025 and construction to kick-off in the spring. The project is estimated to take 8 to 9 months to complete.



In advance of the project and as part of the environment management project listed above, an access road to the project's construction staging area was cut in.



Rental Car Options Expanding at OTH

Hertz Global Holdings, Inc. operates Hertz along with the brands Dollar Rent A Car and Thrifty Car Rental, and will soon be available at OTH. Earlier this year CCAD entered into a concession agreement with Hertz who had indicated that they hope to begin operations sometime this month.



Airport's Monument Sign Getting a Facelift

The Coos County Airport District's iconic monument sign at the airport terminal, a longstanding feature welcoming visitors, is currently undergoing a much-needed update.



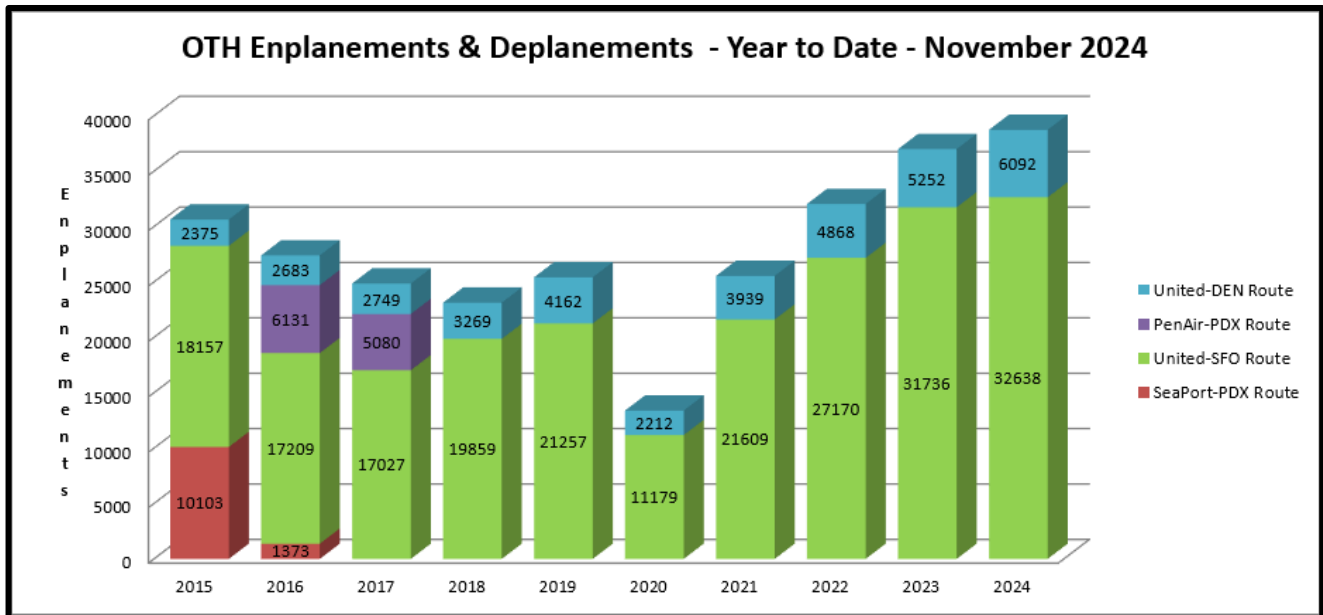
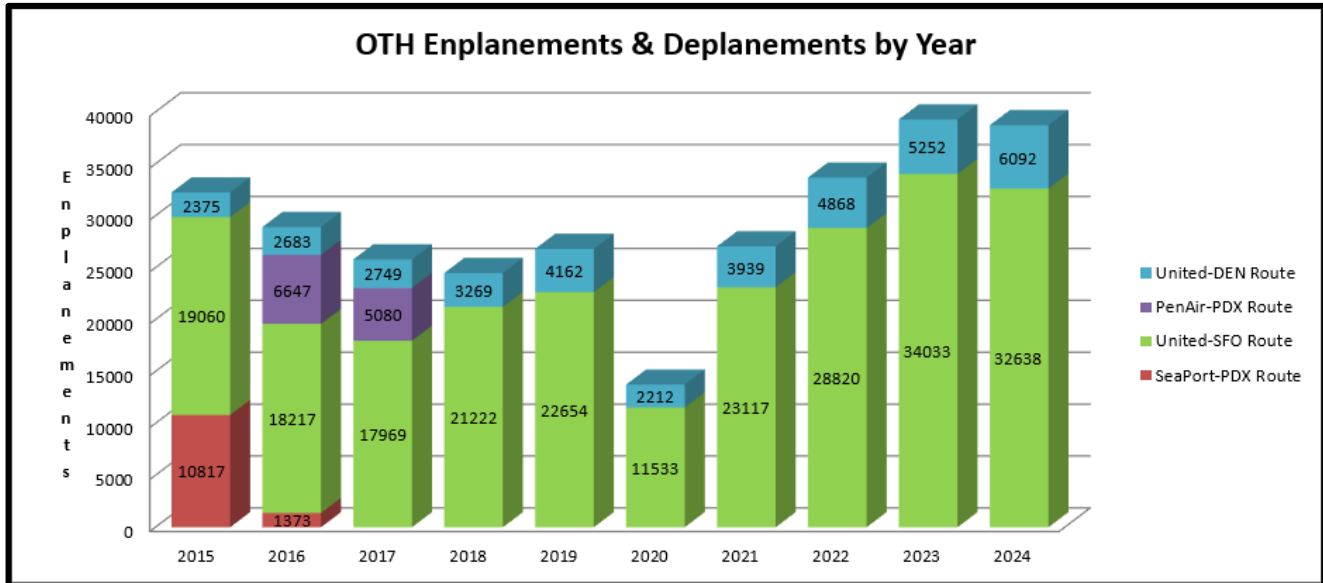
The metal-clad sign has weathered over time from the coastal climate, fading the surface of the sign and corroding the rivets that holds the skin of the sign in place.

Maintenance staff have already replaced the rivets and repainted the sign. As time and weather allow, the base of the sign will be further enhanced with a rock veneer façade, adding durability and a modern aesthetic.



Enplanements/Deplanements

Usage of commercial airline service at Southwest Oregon Regional Airport has shown steady improvement over the past 47 months. In the calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed previous years by more than a decade. The following graph also shows 38,730 for enplanements and deplanements for the first eleven months of 2024. When comparing the first eleven months of 2024 to the same period in 2023, we have experienced a 4.47% increase this year over last year.



Notably, the Denver route experienced a 15% increase in passenger volume compared to 2023, marking the highest passenger volume in the route's ten-year history. In November, United's route development representatives indicated that they were interested in adding an

additional flight a week to its schedule during the peak season. I understand that United is currently discussing that opportunity with representatives from Bandon Dunes.

While the Portland route has experienced modest growth this year compared to last year, it has achieved this with fewer non-peak season flights.

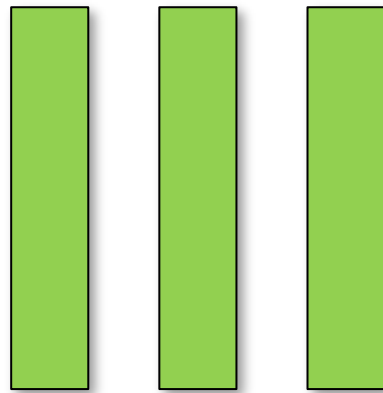
Below are the days in December of scheduled service to/from San Francisco.

December 2024 Commercial Flight Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 United SFO	2 United SFO	3	4 United SFO	5	6 United SFO	7
8 United SFO	9 United SFO	10	11 United SFO	12	13 United SFO	14
15 United SFO	16 United SFO	17	18 United SFO	19	20 United SFO	21
22 United SFO	23 United SFO	24 United SFO	25 United SFO	26 United SFO	27 United SFO	28
29 United SFO	30 United SFO	31 United SFO				

General Aviation

Airport infrastructure supports both commercial air service and general aviation (GA), with the majority of GA services—beyond infrastructure—provided through Coos Aviation. CCAD staff actively monitors GA activity, particularly from “out of county” users. General aviation traffic typically exceeds 1,200 visitors annually, though it can fluctuate year to year. While data for November is not yet available, from January through October of this year, 1,131 “out of county” GA planes landed at the airport. This figure is consistent with the same period in 2023, which saw 1,110 GA landings.

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, December 5, 2024
7:30 a.m.
Coos County Airport District Board Room

CALL TO ORDER

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PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:
Next Regular Board Meeting January 23, 2025

ADJOURN

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 5, 2024

SUBJECT: Airport Heights Park and Recreation Rules

BACKGROUND:

On March 28, 2023 the Coos County Airport District (CCAD) took over the maintenance and oversight of the park located on Colorado Avenue in North Bend, known as Airport Heights Park. Since that time, the park has no longer been governed by the City of North Bend's park rules. The Airport Park Steering Committee has submitted a list of suggested rules for the park, which have been reviewed and amended by CCAD's Executive Director and legal counsel.

[Airport Parks and Recreation Rules](#)

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the CCAD Board of Commissioners, adopt the Airport Heights Park Rules

MOTION:

Motion to adopt the Airport Heights Park Rules.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 5, 2024

SUBJECT: New Service Incentive Program

BACKGROUND:

Air service is critical in supporting regional economic development, community connectivity, and access to essential services. Airports like the Southwest Oregon Regional Airport depend on robust air service to meet the needs of residents, businesses, and visitors. However, attracting and retaining air carriers in smaller markets presents unique challenges, including shifting passenger demand, operating costs, competitive pressures from larger airports, and sufficient airline staffing.

In this environment, airports often need to take proactive measures to stimulate new air service development. Federal guidelines, such as those established by the Federal Aviation Administration (FAA), permit airports to implement air service incentive policies to encourage carriers to add routes. These incentives can include fee waivers, marketing support, and other non-discriminatory financial measures designed to reduce the initial financial risks for airlines entering in underserved markets.

The purpose of establishing a New Service Incentive Program is to:

1. Enhance Air Connectivity: Encourage the introduction of new routes.
2. Promote Economic Development: Strengthen the local economy by expanding access to additional markets for businesses and increasing the flow of visitors to the area.
3. Support Airline Success: Provide temporary, targeted support to air carriers during the critical start-up phase of new services, boosting the likelihood of long-term sustainability.
4. Maximize Airport Utilization: Increase passenger traffic and overall airport activity, leading to higher revenue generation for CCAD and its stakeholders.

This policy, developed with input from our aviation consultant and CCAD's legal counsel, establishes clear, transparent, and FAA-compliant guidelines for offering incentives to air carriers. It ensures the program is equitable, effective, and aligned with CCAD's strategic objectives and the needs of the community it serves.

[**Air Service Incentive Program**](#)

FISCAL IMPACT:

The fiscal impact of an airport incentive policy can vary based on factors such as flight frequency and the type of service provider, including scheduled air carriers and on-demand operations like charters carrying 30 or fewer passengers.

Potential Costs**1. Fee Waivers:**

- Includes waiving landing fees, terminal rents, and other facility charges.
- These waivers result in foregone revenue for the airport during the incentive period but aim to reduce initial financial barriers for airlines.

2. Marketing Support:

- Funding levels vary based on the FAA designation of the service provider (e.g., Part 121, 135, or 380 operators).
- These costs are allocated from the airport's operating budget and are intended to promote new or expanded routes effectively.

While the short-term financial impact involves decreased direct revenue and increased marketing expenditures, these measures are designed to stimulate long-term growth in passenger traffic and revenue streams, ultimately benefiting the airport and the community it serves.

LEGAL CONSIDERATION:

The proposed New Service Incentive Program has been reviewed by legal counsel.

RECOMMENDATION:

Staff recommends the Board establish a New Incentive Program policy.

MOTION:

Approve the New Service Incentive Program.

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: December 5, 2024

SUBJECT: Amendment to the North Bend Urban Renewal Plan

BACKGROUND:

The City of North Bend has notified several overlapping taxing districts, including the Coos County Airport District (CCAD), of its intent to adopt a substantial amendment to its Urban Renewal District plan. Urban renewal is a long-standing economic development tool used across Oregon to fund projects in designated areas. Coos County alone hosts several Urban Renewal Agencies (URA), including those in Coos Bay, North Bend, Coquille, Bandon, and in an unincorporated area of Coos County.

North Bend's Urban Renewal Agency was established in 1994, with projects funded by redirecting tax growth within the URA rather than distributing it to overlapping taxing districts. In 1998, the city amended its URA plan to set a maximum indebtedness of \$11,800,723. To date, North Bend has invested over \$11 million in urban renewal projects, as reported in their 2023 URA report, nearing their existing debt limit.

The proposed amendment seeks to substantially increase the maximum indebtedness to \$45.5 million. The most significant project under the amended plan is the Housing and Government Services project, which aims to redevelop the City Hall and former Coos County Courthouse block into housing units and government facilities. The scale of this redevelopment makes URA funding the most viable approach, short of a voter-approved general obligation bond.

While the amendment will not directly raise property taxes for North Bend residents, it will affect overlapping taxing districts. For CCAD, this amendment is projected to result in a revenue limitation of approximately \$632,629 over the 31 years from 2024 to 2055—an average of about \$20,407 annually.

As required by state law, North Bend has provided the amendment documents to affected taxing districts. The attached documents were received on October 23, 2024. CCAD and the overlapping taxing districts can submit any comments or recommendations to the North Bend City Council regarding the proposed changes until December 9, 2024 for their consideration.

[City of North Bend Letter to CCAD](#)

[Exhibits A and B for City of North Bend Letter](#)

FISCAL IMPACT:

If the City of North Bend adopts the proposed substantial plan amendment, the Coos County Airport District (CCAD) is projected to experience a revenue limitation of approximately \$632,629 over the 31 years from 2024 to 2055, averaging about \$20,407 annually. This impact represents less than 1.5% of CCAD's anticipated property tax revenue annually.

LEGAL CONSIDERATION:**RECOMMENDATION:**

Advise staff if the Board wishes to submit comments or recommendations to the North Bend City Council regarding their proposed URA Plan substantial amendment.

MOTION:

NA