

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, July 25, 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 August 22, 2024

ADJOURN TO EXECUTIVE SESSION

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

SECTION



CONSENT
CALENDAR

COOS COUNTY AIRPORT DISTRICT
REGULAR BOARD MEETING
Thursday, June 27, 2024

Minutes of the regular monthly meeting of the Board of Commissioners of the Coos County Airport District (CCAD) held on Thursday, June 27, 2024 at 7:30 a.m., in the District Boardroom.

CALL TO ORDER: Chairman Bell called the meeting to order.

COMMISSIONERS PRESENT:

Jason Bell, Chairman
Joe Benetti, Vice-Chair (Zoom);
Brent Pahls, Commissioner;
Andrew Brainard, Commissioner.

ABSENT: Caddy McKeown, Commissioner

COUNSEL PRESENT: Melissa Cribbins.

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

MEDIA AND GUESTS PRESENT: Joe Slack, HGE; John Meynink, Coos County Resident; Ken Bonetti, Coos County Resident; Dan Salyers, PEG Broadcasting.

Section I. Consent Calendar:

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), the Consent Calendar Items for June 2024 were unanimously approved.

Section II. Executive Director's Report:

The Executive Director addressed the Board regarding current operations and projects at the Airport.

It was noted that the Airport has enjoyed an increase in the number of passengers flying commercially compared to the same quarter in 2023, continuing the growth in enplanements seen last year. General Aviation was down in 2023, but the numbers for 2024 compare well the average over the past 3 years.

The repairs to the generator that serves both the old airport terminal and the airfield have been completed. While the unit was over 20 years old, staff took the chance to submit an insurance claim. Because the unit had a well-documented maintenance history, the claim was accepted and the district received over \$76,000 in return.

The Director next detailed why a change was being recommended to the budget approved by the Budget Committee, as the FAA is now fully funding AIP 56 at the original funding level of \$1,00,000. Therefore, CCAD Management recommends increasing the Construction Fund Resources account (line item 4423 Reconstruction/Ramp/Apron) by \$163,400, and increasing Construction Fund Requirement account (line item 8340-12) for the same amount. Since this adjustment is less than a 10% increase over the amount approved by the Budget Committee, CCAD's governing body can decide to adopt these changes during its public meeting.

Two policy updates have been updated this month and have been presented to the Board for review. Should it please the Board, they can adopt the changes during this meeting.

A preliminary design has been provided for the escalator enclosure project, and staff is recommending moving forward to final design. Cost estimates exceed the amount budgeted for 2024/25, so the project will likely need to be stretched out over two fiscal years.

The Board will have the opportunity during this meeting to award a contract to Knife River Materials for Phase 1 of the Apron Reconstruction project.

Section III. Action Items:

Budget Hearing: The Chairman opened the Budget Hearing for Public and Commissioner comments on the budget approved by the Budget Committee, as well as the changes recommended by CCAD management. As no comments were made, the Budget Hearing was adjourned.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), Resolution 2024-06-01 adopting FY 2024/2025 budget, in the amended amount of \$20,683,609, and certification of the tax rate at \$0.24 per \$1,000, categorized as General Government was unanimously adopted.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls), Resolution 2024-06-02 amending CCAD Policy 6: Public Contracts was unanimously approved.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard), Resolution 2024-06-03 amending CCAD Policy 7: Airport District Budgeting was unanimously approved.

Upon a motion by Commissioner Brainard (Second Commissioner Pahls) approval was given to engage HGE to perform final design, bidding, and construction administration services for the tarmac breezeway enclosure capital improvement project, in the amount of \$68,420.

Upon a motion by Commissioner Pahls (Second Commissioner Brainard) approval was given to sign a contract with LTM, Inc (dba Knife River Materials) for the reconstruction of the apron in the amount of \$1,392,490 and authorization was given for the executive director to sign the Notice of Award and Contract.

Public Comments:

None

Commissioner Comments:

Commissioner Brainard shared some comments from the most recent Airport Park Committee meeting with the commissioners. There has been concern with the increase in the number of dogs off leash at the baseball fields. An inquiry was made if the commissioners would be in favor of adding some signage to require dogs be kept on leash in the park, as well as adding waste disposal bags so pet owners could better clean up after their animals. There was also a question about the possibility of adding security cameras in the park to better protect it from vandals.

Commissioner Brainard was also approached by the coach of the NBHS basketball team, who offered to provide man power to repaint the lines on the basketball court, if the airport would provide the needed supplies.

Meeting adjourned to Executive Session at 7:52 a.m.

No additional action was taken after the Executive Session

COOS COUNTY AIRPORT DISTRICT

DATE: July 25, 2024

SUBJECT: Acceptance of June 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 100% of the fiscal year elapsed, and general fund property tax collections at 98.5% 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 \$344,773.97 (accounts payable) and \$125,768.50 (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: June 2024 Draft Monthly Financial Reports

The report below reflects a total combined cash of \$5,609,765 of which \$1,976,998 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	697,557
Municipal Pool	Customer Payment	Transfer to AP/PFC Checking	340,390
Payroll Checking	Sweep	Checks current/prior month expenses	49,192
PFC Checking	Unallocated/Restricted	Passanger Facility Charges	3,062
Oregon Pacific Bank	Investment/On Demand	0.20% Annual Investment Rate	4,312
Banner Bank	Sweep/ACH Checking	Checks current/prior month expenses	336,284
LGIP Reserve	Unallocated/Restricted	5.20% Annual Investment Rate	2,161,031
LGIP General	Investment/On Demand	5.20% Annual Investment Rate	2,017,937
Total Cash on Hand			\$ 5,609,765
Less LGIP Reserve	Reserve	Restricted Fund Use	(2,161,031)
Less Federal Air Service Grant	Federal Grant	Air Service Revenue Guarantee	(500,000)
Less Construction Fund	Construction Fund	Future Projects	(914,540)
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	-
Less PFC Reserve	PFC Funds	Restricted Fund Use	(20,000)
Less Unemployment Reserve	Unemployment Funds	Restricted Fund Use	(37,196)
Less Banner Bank Loan	Debt Service	CBI4486 - BLM TI/Seismic Upgrade	-
Total Unrestricted Funds			\$ 1,976,998

Fund	Beginning Fund Balance 07/01/23	(Used) Earned	Ending Fund Balance 06/30/24
General Fund	\$ 2,238,549	303,443	2,527,885
Construction Fund	\$ 1,214,806	102,802	305,123
PFC Fund	\$ 29,595	(91,378)	11,670
Unemployment Fund	\$ 57,196	-	62,149
BLM Fund	\$ 253,571	(271,695)	651,417
DHS Fund	\$ 709,340	(89,224)	864,881
BEC Fund	\$ 45,653	(66,523)	36,414
Building Reserve Fund	\$ 928,157	179,663	1,150,487

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Combined Funds

ASSETS

Current Assets

Checking/Saving 5,610,026

Accounts Receivable 61,275

Other Current Assets 11,585

Total Current Assets 5,682,886

Total Assets \$ 5,682,886

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 3,885

Other Current Liabilities 2,935

Total Current Liabilities 6,820

Equity 5,676,066

Total Liability & Equity \$ 5,682,886

General Fund

ASSETS

Current Assets

Checking/Saving 2,745,782

Petty Cash 261

Accounts Receivable 59,383

Total Current Assets 2,805,426

Total Assets \$ 2,805,426

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable 3,885

Other Current Liabilities 2,335

Total Current Liabilities 6,220

Equity 2,799,205

Total Liability & Equity \$ 2,805,426

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Construction Fund

ASSETS

Current Assets

Checking/Saving 86,964

Other Current Assets

Total Current Assets 86,964

Fixed Assets

Total Assets \$ 86,964

LIABILITIES & EQUITY

Equity 86,964

Total Liability & Equity \$ 86,964

Passenger Facility Charges (PFC) Fund

ASSETS

Current Assets

Checking/Saving 11,671

Total Current Assets 11,671

Total Assets \$ 11,671

LIABILITIES & EQUITY

Equity 11,671

Total Liability & Equity \$ 11,671

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 - June 30, 2024

BLM Fund

ASSETS

Current Assets

Checking/Saving

651,417

Total Current Assets

651,417

Total Assets

\$ 651,417

LIABILITIES & EQUITY

Equity

651,417

Total Liability & Equity

\$ 651,417

DHS Multi Services Campus Fund

ASSETS

Current Assets

Checking/Saving

864,880

Other Current Assets

11,585

Total Current Assets

876,465

Total Assets

\$ 876,465

LIABILITIES & EQUITY

Equity

876,465

Total Liability & Equity

\$ 876,465

BEC Fund - Business Enterprise Center

ASSETS

Current Assets

Checking/Saving

36,414

Accounts Receivable

1,892

Total Current Assets

38,306

Total Assets

\$ 38,306

LIABILITIES & EQUITY

Current Liabilities

Other Current Liabilities

600

Total Current Liabilities

600

Equity

37,706

Total Liability & Equity

\$ 38,306

COOS COUNTY AIRPORT DISTRICT

Balance Sheets

For Year to Date - June 30, 2024

Building Reserve Fund

ASSETS

Current Assets

 Checking/Saving

1,150,487

 Total Current Assets

1,150,487

Total Assets

\$ 1,150,487

LIABILITIES & EQUITY

 Equity

1,150,487

Total Liability & Equity

\$ 1,150,487

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - June 30, 2024

	Total Revised Budget	Actual		% of Budget
		June	Fiscal Year to Date	
General Fund				
Beginning Fund/Cash Balance	\$ 2,348,249	\$ 2,224,442	\$ 2,238,549	
Revenues				
Taxes	1,494,239	30,940	1,468,392	98.27%
Other	1,367,477	109,867	1,366,797	99.95%
Grants and subsidy	504,513	-	-	0.00%
Transfers in	2,970,000	500,000	1,950,000	65.66%
Transactions paid from incorrect fund		-	-	
Total Revenue	<u>6,336,229</u>	<u>640,807</u>	<u>4,785,189</u>	
Expenses				
Personnel Services	2,168,065	135,146	2,126,936	98.10%
Materials and Services	2,031,340	(511)	1,143,063	56.27%
Capital Outlay	665,000	84,653	547,676	82.36%
Debt Service	273,229	18,076	273,225	100.00%
Transfers out	684,250	100,000	404,953	59.18%
Contingency/Rounding		-	-	
Total Expenses	<u>5,821,884</u>	<u>337,364</u>	<u>4,495,853</u>	
Ending Fund/Cash Balance	\$ 2,862,594	\$ 2,527,885	\$ 2,527,885	
Construction Fund				
Beginning Fund/Cash Balance	\$ 1,351,093	\$ 202,321	\$ 1,214,806	
Federal Grant Proceeds - FAA	2,574,510	86,964	822,442	31.95%
State Grants-AIP Projects	282,000		42,706	15.14%
Transfers In from General Fund	1,899,250	100,000	400,000	21.06%
Reimbursements			75,081	
Transactions paid from incorrect fund			-	
Total Receipts	<u>4,755,760</u>	<u>186,964</u>	<u>1,340,229</u>	
Capital Outlay - ARFF Facility	112,500		175,158	155.70%
Capital Outlay - Demolition	40,000	-	-	0.00%
Capital Outlay - Glideslope Relocation	39,813		79,028	198.50%
Capital Outlay -Runway slope emprovement study	470,000	47,613	270,718	57.60%
Capital Outlay - Cargo Facility & Road Realignment	2,000,000	7,578	460,756	23.04%
Capital Outlay - Landside Property	135,000	-	-	0.00%
Capital Outlay - Reconstruct Ramp/Apron	2,137,360	20,171	163,252	7.64%
Project Management/Consulting Services	96,000	8,800	101,000	105.21%
Transfer Out	2,500,000		1,000,000	40.00%
Total Disbursements	<u>7,530,673</u>	<u>84,162</u>	<u>2,249,912</u>	29.88%
Ending Fund/Cash Balance	\$ (1,423,820)	\$ 305,123	\$ 305,123	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - June 30, 2024

	Total Revised Budget	Actual		% of Budget
		June	Fiscal Year to Date	
Passenger Facility Charges (PFC) Fund				
Beginning Fund/Cash Balance	\$ 40,166	\$ 103,048	\$ 29,595	
Investment Earnings	-	-	-	
Passenger Facility Charges	83,000	8,622	82,075	98.89%
Total Receipts	83,000	8,622	82,075	
Transfer out to General Fund	120,000	100,000	100,000	83.33%
Total Disbursements	120,000	100,000	100,000	
Ending Fund/Cash Balance	\$ 3,166	\$ 11,670	\$ 11,670	
Unemployment Fund				
Beginning Fund/Cash Balance	\$ 57,196	\$ 62,149	\$ 57,196	
Transfer from General Fund			4,953	
Total Receipts	-	-	4,953	
Unemployment Claims	20,000			0.00%
Total Disbursements	20,000	-	-	
Ending Fund/Cash Balance	\$ 37,196	\$ 62,149	\$ 62,149	
BLM Facility Fund				
Beginning Fund/Cash Balance	\$ 229,688	\$ 923,112	\$ 253,571	
Lease Revenue	756,000	73,451	979,143	129.52%
Investment Earnings	-	1,560	7,125	
Reimbursement			-	
Miscellaneous	800,000		505,668	63.21%
Transactions paid from incorrect fund			-	
Total Receipts	1,556,000	75,011	1,491,936	
Materials and Services				
All but below	203,600	363	144,183	70.82%
HVAC and other major repairs	36,000	7,586	34,823	96.73%
Capital Outlay				
Gates			-	
BLM Improvements			-	
Debt Service	465,150	38,757	465,084	99.99%
Transfer Out	450,000	300,000	450,000	100.00%
Contingency				
Total Disbursements	1,154,750	346,706	1,094,090	
Ending Fund/Cash Balance	\$ 630,938	\$ 651,417	\$ 651,417	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - June 30, 2024

	Total Revised Budget	Actual		% of Budget
		June	Fiscal Year to Date	
DHS Multi Services Campus Fund				
Beginning Fund/Cash Balance	\$ 559,190	\$ 954,105	\$ 709,340	
Lease revenue	1,581,053	131,878	1,712,934	108.34%
Investment Earnings	30,000	3,083	32,657	108.86%
Reimbursements & Cost Shares			23,017	
Finance charges - DHS CW & SS lease			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>1,611,053</u>	<u>134,961</u>	<u>1,768,608</u>	
Materials and Services	141,400	1,015	142,666	100.90%
Capital Outlay	5,000	-	-	0.00%
Debt Service				
OR Pacific Loan	139,032	11,585	139,020	99.99%
IFA Loan	819,800		819,796	100.00%
Transfer to General Fund	400,000	200,000	500,000	125.00%
Transfer to Building Reserve Fund	100,000	-	-	0.00%
Total Disbursements	<u>1,605,232</u>	<u>212,600</u>	<u>1,601,482</u>	99.77%
Ending Fund/Cash Balance	<u>\$ 565,011</u>	<u>\$ 876,466</u>	<u>\$ 876,466</u>	

BEC Fund - Business Enterprise Center				
Beginning Fund/Cash Balance	\$ 47,781	\$ 102,937	\$ 45,653	
BEC Rent Receipts	97,000	9,902	99,002	102.06%
Reimbursements & Cost Shares			-	
Insurance Proceeds			-	
Refundable Security Deposits			1,061	
Returned Check Fee			-	
Transactions paid from incorrect fund			-	
Total Receipts	<u>97,000</u>	<u>9,902</u>	<u>100,063</u>	
Materials and Services	51,350	1,425	34,302	66.80%
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	25,000	25,000	100.00%
Total Disbursements	<u>126,350</u>	<u>76,425</u>	<u>109,302</u>	
Ending Fund/Cash Balance	<u>\$ 18,431</u>	<u>\$ 36,414</u>	<u>\$ 36,414</u>	

COOS COUNTY AIRPORT DISTRICT
 Budget Versus Actual Fund Summary
 For the Month and Year to Date - June 30, 2024

	Total Revised Budget	Actual		% of Budget
		June	Fiscal Year to Date	
Building Reserve Fund				
Beginning Fund/Cash Balance	\$ 917,840	\$ 970,824	\$ 928,157	
Investment Earnings	15,000	4,663	47,330	315.53%
Transfer from BEC	25,000	25,000	25,000	100.00%
Transfer from BLM	50,000	50,000	50,000	100.00%
Transfer from DHS - APD	100,000	100,000	100,000	100.00%
Transfer from Construction	500,000	-	-	0.00%
Total Receipts	<u>690,000</u>	<u>179,663</u>	<u>222,330</u>	32.22%
Capital Outlay	-		-	
Transfer to General Fund			-	
Transfer to Construction Fund			-	
Total Disbursements	<u>-</u>	<u>-</u>	<u>-</u>	
Ending Fund/Cash Balance	<u>\$ 1,607,840</u>	<u>\$ 1,150,487</u>	<u>\$ 1,150,487</u>	

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/03/24	19474	Superior Construction Consulting Services	Const.	4,400.00
Total 06/03/24:				<u>4,400.00</u>
06/04/24	19475	Reese Electric	Gen	8,990.00
Total 06/04/24:				<u>8,990.00</u>
06/05/24	19476	Lincoln Financial	Gen	225.00
06/05/24	19477	American Family Life Assurance Co	Gen	118.82
06/05/24	19478	Ray Klein Inc	Gen	503.54
06/05/24	DB20240605	VOYA/OSGP	Gen	100.00
Total 06/05/24				<u>947.36</u>
06/06/204	19479	Coastal Paper & Supply	BEC	20.00
06/06/24	19480	Ace Hardware	DHS	39.08
06/06/24	19481	Farr's True Value Hardware	DHS	61.87
06/06/24	19482	Oregon Pacific Bank	DHS	11,585.21
06/06/24	19483	Tri-County Plumbing	DHS	34.06
06/06/24	19484	Ace Hardware	Gen	71.07
06/06/24	19485	Bandon Chamber of Commerce	Gen	380.00
06/06/24	19486	Bi-Mart Corporation	Gen	143.60
06/06/24	19487	Cardinal Emploument Services	Gen	1,532.16
06/06/24	19488	Cascade Fire Equipment Company	Gen	702.65
06/06/24	19489	Comfort Flow Heating	Gen	2,885.00
06/06/24	19490	Coos Head Builders Supply	Gen	64.42
06/06/24	19491	Douglas Fast Net	Gen	164.35
06/06/24	19492	Golders Napa	Gen	429.10
06/06/24	19493	Industrial Source	Gen	252.14
06/06/24	19494	KVAL	Gen	1,575.00
06/06/24	19495	L.N. Curtis and Sons	Gen	2,827.29
06/06/24	19496	Melissa Cribbins, Attorney At Law	Gen	2,092.50
06/06/24	19497	Peterson Machinery Co	Gen	3,106.86
06/06/24	19498	Platt Electric	Gen	142.14
06/06/24	19499	Roto Rooter	Gen	160.00
06/06/24	19500	SeaWestern Fire Fighting Equipment	Gen	1,940.00
06/06/24	19501	South Coast Office Supply	Gen	150.74
06/06/24	19502	Tri-County Plumbing	Gen	34.06
06/06/24	19503	Umpqua Bank	Gen	135.00
06/06/24	19504	Volaire Aviation Inc	Gen	4,065.27
06/06/24	19505	West Coast Fencing	Gen	89.75
06/06/24	19506	Ziply Fiber	Gen	270.00
06/06/24	19507	Ziply Fiber	Gen	450.00
Total 06/06/24				<u>35,403.32</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/10/24	19508	AmeriGas	BEC	142.76
06/10/24	19509	Cardmember Service	BLM	193.02
06/10/24	19510	Country Media Inc	Const.	429.43
06/10/24	19511	Cardmember Service	DHS	52.98
06/10/24	19512	Farr's Hardware	DHS	58.00
06/10/24	19513	Platt Electric	DHS	398.06
06/10/24	19514	Ace Hardware	Gen	59.88
06/10/24	19515	CNB Security Inc	Gen	600.00
06/10/24	19516	Cardinal Emploument Services	Gen	1,723.68
06/10/24	19517	Cardmember Service	Gen	5,854.55
06/10/24	19518	Country Media Inc	Gen	315.85
06/10/24	19519	Perkins Coie	Gen	314.64
06/10/24	19520	Perry's Supply	Gen	28.74
06/10/24	19521	Reese Electric Inc	Gen	2,254.47
06/10/24	19522	Sherwin Williams	Gen	335.76
06/10/24	19523	South Coast Saw & Garden	Gen	57.37
06/10/24	19524	Stephanie Stroud CPA	Gen	300.00
06/10/24	19525	The Ledend	Gen	350.00
06/10/24	19526	Waste Connection	Gen	96.00
Total 06/10/24				<u>13,565.19</u>
06/14/24	19527	Superior Construction Consulting Services	Const.	4,400.00
Total 06/14/24				<u>4,400.00</u>
06/20/24	DB20240620	VOYA/OSGP	Gen	100.00
Total 06/20/24				<u>100.00</u>
06/27/24	19528	Ray Klein Inc	Gen	429.42
06/27/24	19529	Lincoln Financial	Gen	225.00
Total 06/27/24:				<u>654.42</u>
06/28/24	19530	Vend West Services	BEC	15.00
06/28/24	19531	Ardurra	Const	74,932.49
06/28/24	19532	Coos Head Builder Supply	BLM	4.60
06/28/24	19533	Grant-Callahan Company	BLM	2,335.00
06/28/24	19534	Kyle Electric Inc	BLM	148.19
06/28/24	19535	Sherwin-Williams	BLM	235.10
06/28/24	19536	Ziply Fiber	BLM	182.23
06/28/24	19537	Coos Head Builder Supply	DHS	39.10
06/28/24	19538	Industrial Steel and Supply	DHS	3.42
06/28/24	19539	Oregon Pacific Bank	DHS	11,585.21
06/28/24	19540	Ziply Fiber	DHS	113.35
06/28/24	19541	Ace Hardware	Gen	112.82

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/28/24	19542	Cardinal Employment Services	Gen	3,399.48
06/28/24	19543	Comfort Flow	Gen	1,221.50
06/28/24	19544	Comp U Talk	Gen	452.00
06/28/24	19545	Coos Aviation	Gen	312.50
06/28/24	19546	Coos Head Builder Supply	Gen	105.07
06/28/24	19547	Cummins Sales and Service	Gen	84,653.50
06/28/24	19548	Golders Napa	Gen	252.63
06/28/24	19549	Grant-Callahan Company	Gen	2,183.80
06/28/24	19550	Hughey Phillips	Gen	1,057.25
06/28/24	19551	Industrial Steel and Supply	Gen	63.55
06/28/24	19552	Lawrence Van Hoof	Gen	2,200.00
06/28/24	19553	Marineau and Associates	Gen	2,650.00
06/28/24	19554	NW Natural	Gen	48.50
06/28/24	19555	NW Natural	Gen	82.10
06/28/24	19556	Oregon Tool and Supply	Gen	24.95
06/28/24	19557	Perry's Supply	Gen	24.23
06/28/24	19558	Peterson	Gen	218.96
06/28/24	19559	Platt	Gen	265.92
06/28/24	19560	Quadient Finance	Gen	203.30
06/28/24	19561	Reese Electric	Gen	2,274.50
06/28/24	19562	Schindler Elevator Corporatin	Gen	4,104.10
06/28/24	19563	South Coast Saw and Garden	Gen	42.00
06/28/24	19564	Standard Insurance Company	Gen	1,020.62
06/28/24	19565	Teletron Communications	Gen	5.00
06/28/24	19566	Vend West Services	Gen	10.00
06/28/24	19567	West Coast Fencing	Gen	1,021.09
06/28/24	19568	Ziplay Fiber	Gen	234.39
06/28/24	19569	Ziplay Fiber	Gen	486.06
06/28/24	19570	Ziplay Fiber	Gen	381.10
				<hr/>
	Total 06/28/24:			198,704.61
				<hr/>
	Grand Total:			267,164.90
				<hr/>

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/04/24	DB20240604	NW Natural	Gen	172.94
Total 06/04/24:				<u>172.94</u>
06/05/24	DB20240605	North Bend Sanitation	Gen	758.04
06/05/24	DB20240605	North Bend Sanitation	BEC	605.13
06/05/24	DB20240605	North Bend Sanitation	BLM	307.77
06/05/24	DB20240605	North Bend Sanitation	BLM	307.77
Total 06/05/24:				<u>1,978.71</u>
06/10/24	DB20240610	U.S. Cellular	Gen	503.65
Total 06/10/24				<u>503.65</u>
06/17/24	DB20240617	Banner Bank	Gen	92.87
Total 06/17/24:				<u>92.87</u>
06/20/24	DB20240620	Pacific Power	Gen	12,524.20
06/20/24	DB20240620	Pacific Power	Gen	26.33
06/20/24	DB20240620	Pacific Power	BEC	642.42
06/20/24	DB20240620	Pacific Power	BLM	4,020.71
Total 06/20/24:				<u>17,213.66</u>
06/28/24	DB20240528	Banner Bank	BLM	56,834.00
Total 06/28/24:				<u>56,834.00</u>
Grand Total:				<u>76,795.83</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/05/24	DB20240605	Payroll 06/05/2024	Gen	37,435.80
06/05/24	DB20240605	Internal Revenue Service	Gen	12,326.08
06/05/24	DB20240605	Oregon Department of Revenue	Gen	<u>3,405.72</u>
Total 06/05/24:				<u>53,167.60</u>
06/12/24	DB20240412	PERS	Gen	<u>12,973.68</u>
Total 06/12/24:				<u>12,973.68</u>
06/20/24	DB20240620	Payroll 06/20/2024	Gen	34,054.02
06/20/24	DB20240620	Internal Revenue Service	Gen	10,818.74
06/20/24	DB20240620	Oregon Department of Revenue	Gen	<u>3,065.16</u>
Total 06/20/24:				<u>47,937.92</u>
06/27/24	DB20240430	PERS	Gen	<u>11,689.30</u>
Total 06/27/24:				<u>11,689.30</u>
Grand Total:				<u>125,768.50</u>

Check Issue Date	Check Number	Payee	Fund	Check Amount
06/03/24	DB20240603	Bankcard Merchant	Gen	795.24
Total 06/03/24:				795.24
06/04/24	DB20240604	Authnet Gateway Billing	Gen	18.00
Total 06/04/24:				18.00
Grand Total:				813.24

COOS COUNTY AIRPORT DISTRICT MAINTENANCE AND OPERATIONS REPORT

Thursday, July 25, 2024

- Staff have been repainting striping and handicap spaces in parking lots throughout District properties.
- Management is working with a consultant to evaluate trees in the vicinity of the park and the walking trail to see which ones should be removed or cut back.
- At the request of the CCAD Board, maintenance staff have undertaken the painting of new markings on the basketball court in the park.
- Tenants at the Oregon State Police building noted that an HVAC unit was not cooling properly. Repairs are complete.
- It was detected that an HVAC unit at the DHW building on Airport Lane may be suffering from a freon leak. CCAD's project manager is working with Comfort Flow to evaluate needed repairs.
- The elevator in the airport terminal is out of service. Parts have been ordered, and repairs will commence once they arrive.
- The opener for the main entry doors at the senior center is in need of a new motherboard. The part has been ordered, and repairs will be completed soon.
- One of the units in the Old Terminal pump station needed to be replaced.
- Staff is looking into the possibility of upgrades for the T-Hangars, including rain gutters for the building and an upgrade to the electrical panel.
- Temporary fencing is being prepared to surround project areas on the airport. Maintenance staff have been working to construct some of the needed supplies themselves to minimize costs.
- CCAD project manager and staff have undertaken crack sealing at select areas around the airport. Needed supplies will be purchased to continue this project.
- The scheduled replacement of 3 HVAC units at BLM is complete.



COOS COUNTY AIRPORT DISTRICT PUBLIC INFORMATION OFFICER REPORT

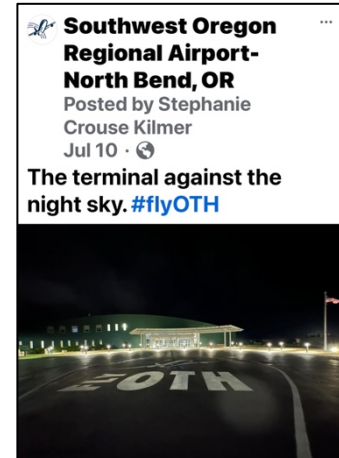
July 18, 2024

Marketing and Communications

We continue to focus marketing on Commercial Air Service for Denver and San Francisco. The Business opportunities were also featured in the newsletter distributed by the South Coast Development Council (SCDC). A mayors walk at the airport in late June and Business After Hours also provided another means to reach citizens with information about the district.

Social Media Advertising

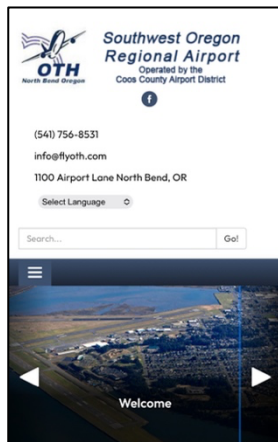
Social media advertising includes both paid and organic methods on Facebook and Instagram. Our audience is very selective in what they will engage with on social. Most of that tends to be around our commercial flights. Focus in the coming weeks will be to increase posts to engage more of our audience on both Facebook and Instagram.



Newsletter

The July Newsletter will be released soon. It will feature park updates, information about grants, project updates and more.

Website



The Coos County Airport District and FlyOTH domains and hosting has been migrated over to the new host of our website. Streamline provides web services to special districts. They are very familiar with state laws regarding transparency, accessibility, and compliance.

An issue with the prior hosting server forced the issue of migrating and making the site live before the scheduled date. We are now implementing some of the new features that we have with the new provider that helps us meet compliance for government and special districts. The new site has also streamlined our site to be more user friendly and easier to navigate for the user and internally. Over the coming weeks, we will be adding more written and visual content.

Park Update

Over the past month, the park has seen an uptick with use. Part of that comes from the better weather, but some also from programs taking place and updates to the area. School Lunches are being distributed on Tuesdays, the Ian Spalding Baseball Tournament and Fundraiser was held.





Work that has taken place includes the following: Maintenance crews added pet waste stations, which should hopefully curb problems happening on the baseball fields.

North Bend Independent Youth Baseball volunteers extended the fencing on the baseball field from 120 ft to 150 ft to better meet regulation for Rookie Baseball. The group also added fencing to the second field. This was part of planned work and

was brought before the Park Steering Committee.



In addition to the work, maintenance crews did line and backboard painting inside the outdoor basketball court. They also painted the metal animals in the playground. The work greatly enhanced the look of the park.



The Rotary Club has received three concepts for the master plan following the meetings that were held with the consultant in May. Those elements have been considered and feedback has been provided back to the consultant. **Another community meeting with the final concepts is being planned for August and will be announced later this month.**

Business After Hours



CCAD hosted the July Bay Area Chamber of Commerce Business After Hours. It was a little earlier this month because of a conflict with the Fair. It provided an opportunity to invite the business community into the airport to learn about different aspects of what the business offers to the community. This time we focused on giving an update on commercial air service. A United Embraer Aircraft which would not normally be on the ramp provided a nice touch for the business community to see what flies

commercially from the airport.

We also featured our FBO and the services it provides. Shannon Randle gave an update on the additional flight instruction that is being offered. Sorin Pandel from Aviation Transportation brought a shuttle and talked about how the business has grown to meet the needs of golfers and community in general.

Coos County Airport District Projects

Apron Reconstruction
 Phase 1 - 2024 | Phase 2 - 2025
 CCAD will begin reconstructing the 300,000 sq ft apron built during WWII in multiple phases. **Phase 1: \$1.8M**
 Phase 2 - No Cost Estimate. Scheduled for 2025.

Glide Slope Relocation
 Construction Date: TBD
 The FAA is requiring the relocation of the Glide Slope which provides vertical guidance to aircraft landing or taking off. A reclassification of the runways to accommodate larger aircraft prompted the change. **Cost Estimate: \$750,000**

Runway Safety Area
 Construction to Begin 2025
 Runway Safety Areas surround the entire runway including the ends. This project will increase the RSA off of the runway. **Cost Estimate: \$7M** Runway 05/23, in Design phase.

New Cargo Facility
 In Design Phase
 The Airport currently has no cargo facility. Facility would be leased to companies transporting cargo and/or seafood. Construction in 2025. **Project Cost Estimate: \$4.5M**

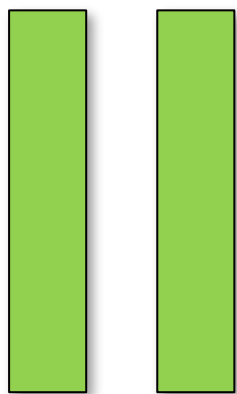
Southwest Oregon Regional Airport

Mayors Walk



At the end of June, we had the opportunity to host the Mayors Walk with North Bend Mayor Jessica Engelke and Coos Bay Mayor Joe Benetti. These are held once a month alternating in two cities. The walk started at the Senior Center and went to a hill above the park. It also went down Airport Lane. Executive Director Rodger Craddock and I did the walk and talked about what the district provides beyond Commercial Air Service and General Aviation.

SECTION



EXECUTIVE
DIRECTOR'S
REPORT

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, July 25, 2024
7:30 a.m.

Coos County Airport District Board Room

CALL TO ORDER

INTRODUCTIONS

SECTION:

PAGE

I. CONSENT CALENDAR:

- A. June 27, 2024 Board Meeting Minutes..... 03-05
- B. Financial Report / Check Register..... 06-21
- C. Maintenance / Operations Report 22-23
- D. Public Relations / Communications Report 24-25

II. EXECUTIVE DIRECTOR REPORT: 26-32

III. ACTION ITEMS:

- A. Adopt Resolution 2024-07-01 – AIP 3-41-0041-56-2024..... 35-40
- B. Adopt Resolution 2024-07-02 – AIP 3-41-0041-27-2024..... 41-46
- C. Adopt Resolution 2024-07-03 – Amend CCAD Policy 8 47-58
- D. Approve Agreement with Clean Rivers, Inc. for Landscaping Maintenance..... 59-61

PUBLIC COMMENTS

CHAIRMAN & COMMISSIONER COMMENTS:

Next Regular Board Meeting August 22, 2024

ADJOURN TO EXECUTIVE SESSION

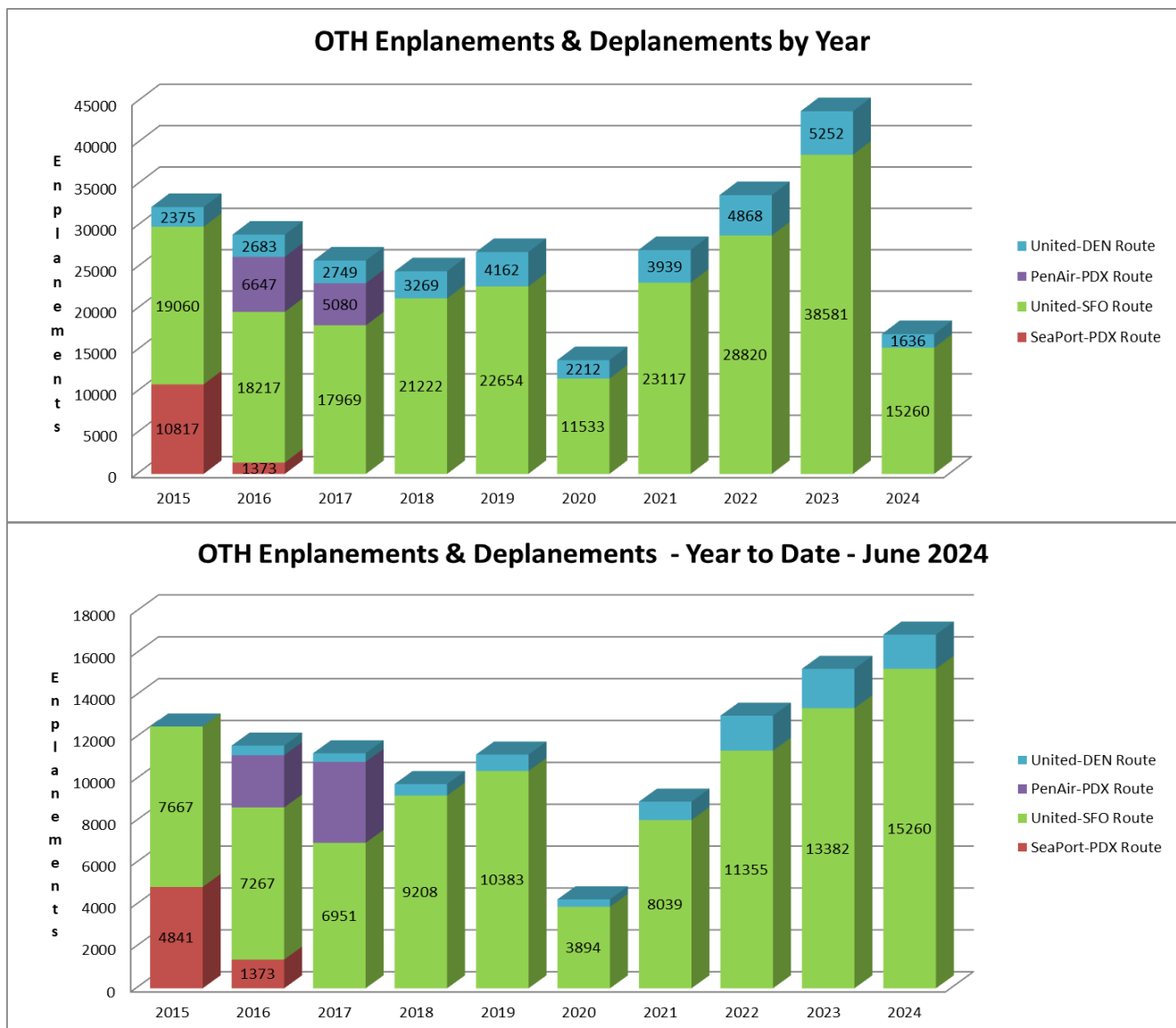
The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

COOS COUNTY AIRPORT DISTRICT EXECUTIVE DIRECTOR'S REPORT

Thursday, July 25, 2024

Enplanements/Deplanements:

Airline service at Southwest Oregon Regional Airport has shown steady improvement over the past 42 months. In calendar year 2023, as depicted in the graph below, enplanements and deplanements surpassed recent previous years. While the following graph shows a total of 11,558 enplanements and deplanements for the first six months of 2024, which is a little over 26% of the 2023 calendar year total, it is important to remember we have recently moved into our peak season. When comparing the first six months of 2024 to the same period in 2023, we have experienced a 14% increase so far this year.



Glide Slope Relocation Evaluation

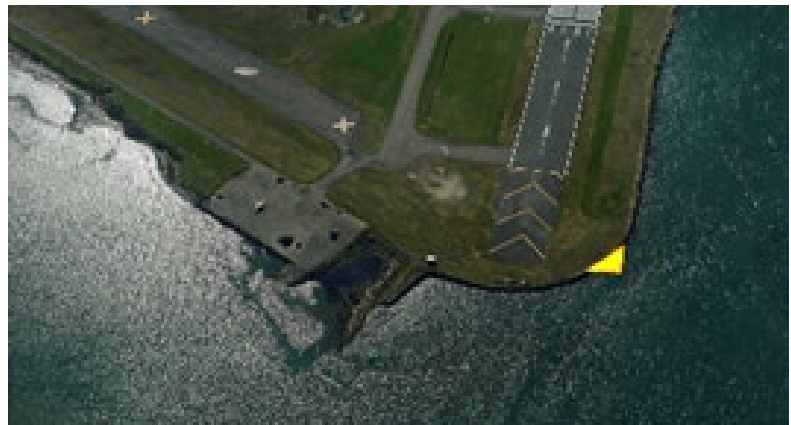
The current positioning of the glideslope shed at Southwest Oregon Regional Airport does not comply with FAA guidelines, as it is located too close to the runway for the permitted size of aircraft at the airport. The FAA recently completed a feasibility study and determined that it is feasible to relocate the equipment to the other side of the runway.



The next step is the design phase, which will be undertaken by the FAA's engineering services personnel. The FAA will prepare a reimbursement agreement for the Board's consideration. The cost to relocate the equipment is estimated to be \$750K. Staff will work with our project manager to secure reimbursement funding for the majority of the project costs.

Runway Safety Area

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



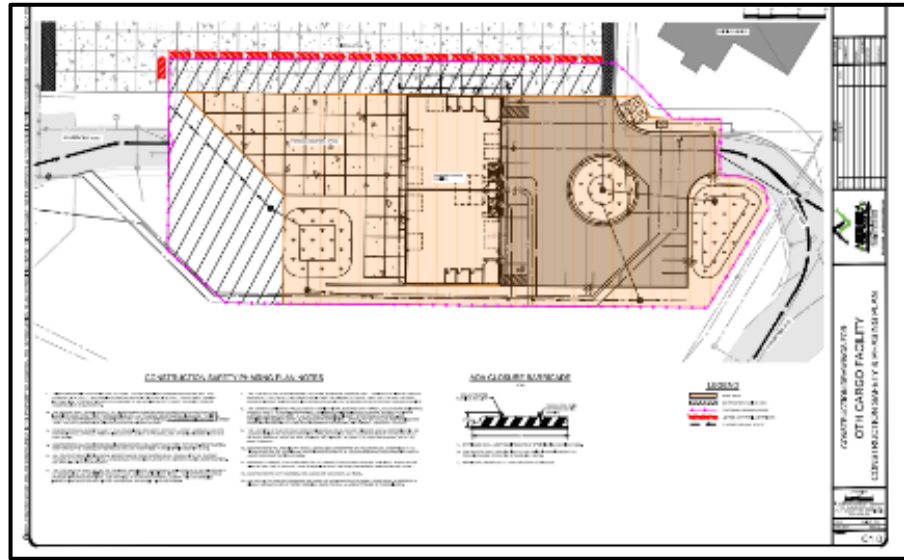
Current cost estimates indicate that the project will cost around \$7 million, several times higher than the original estimate. Staff and our FAA project manager are exploring the possibility of securing discretionary funding. We may also need to explore alternative construction methods to lower the project's cost, which would require securing a new federal environmental permit.

New Cargo Facility

With the Board's approval on March 25, 2024, the design phase for our new cargo facility has been initiated. Design plans are currently at 60% completion and are expected to be finalized in the coming months, allowing us to proceed with the project bid process. Construction is estimated to begin in the spring of 2025.

The current cost estimate to construct the shell of the building and undertake necessary site improvements (parking lot, plane apron, bioswales, etc.) is just under \$3 million.

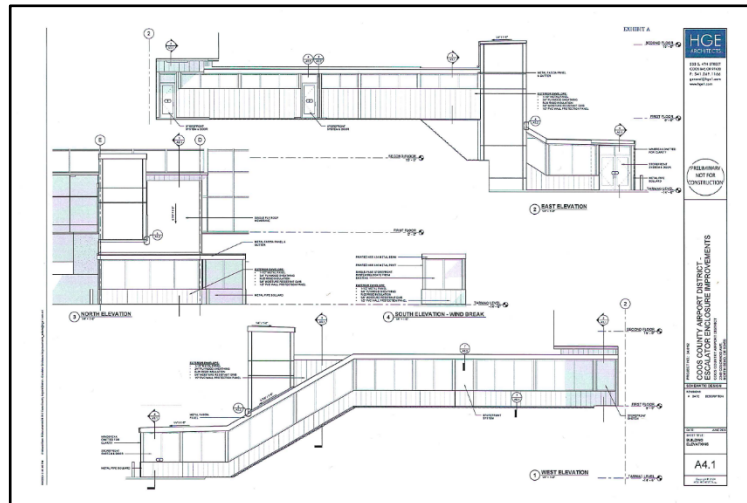
The project is partly funded by a Connect Oregon grant. A portion of the initial grant has already been utilized for the construction of the new apron. CCAD will be responsible for 67% of the project costs.



Tarmac Breezeway Capital Improvement Project

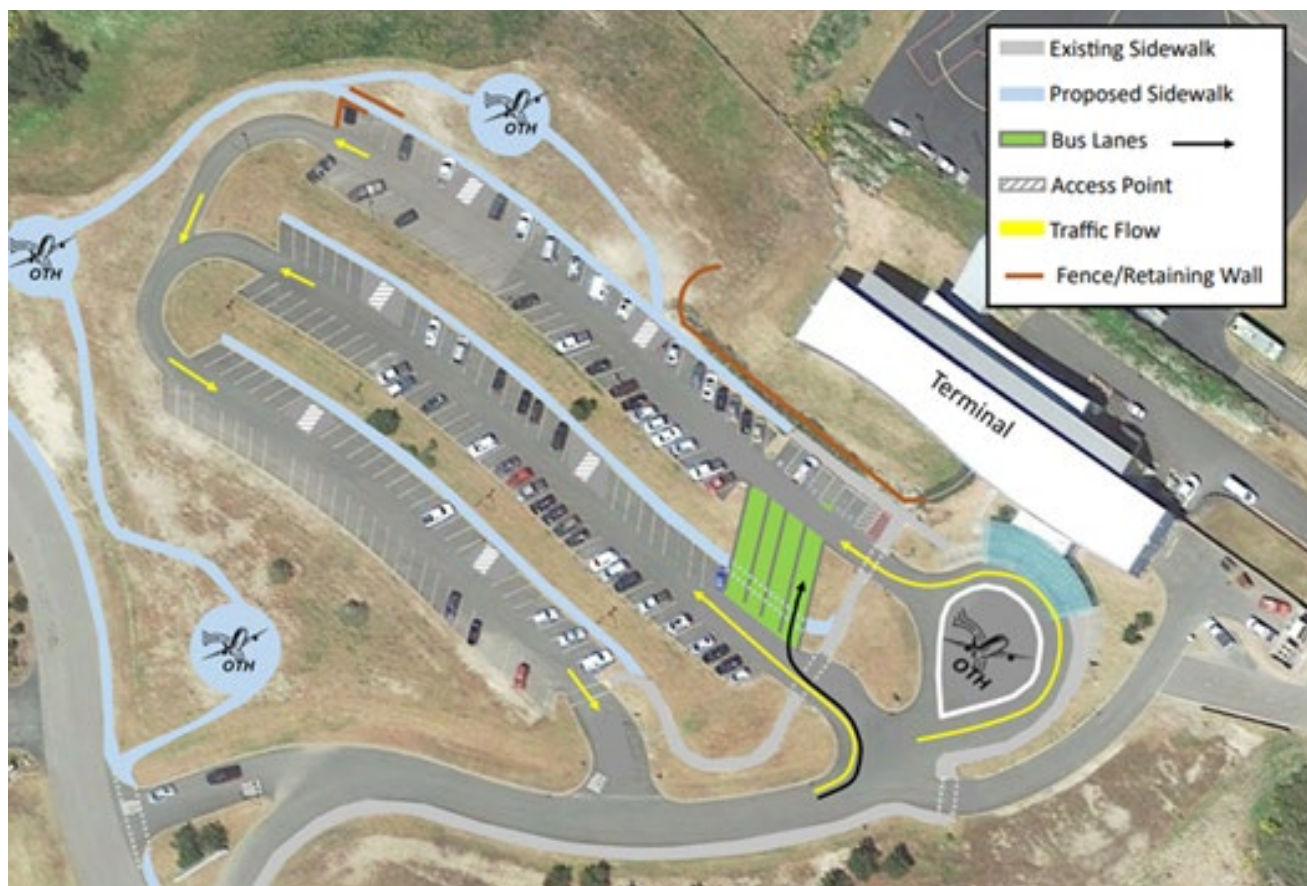
In February 2024, the Board approved a scope of work with HGE Architects to undertake preliminary design efforts to enclose the breezeway and implement the mentioned improvements. HGE recently completed the pre-design and provided a ballpark estimate for the project, ranging between \$565,000 and \$695,000.

HGE has now started the final design phase and expects to complete it by September 2024. Construction is expected to begin in early 2025 and take 8 to 9 months to complete.



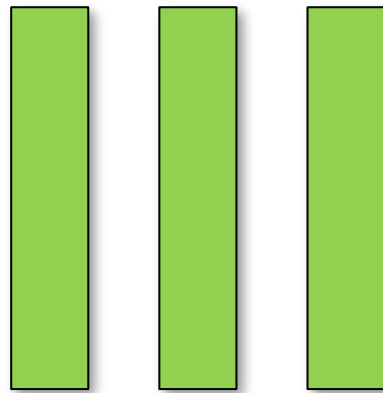
Shuttle Bus Parking Improvements

Staff applied for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant for \$1.4 million to support the terminal parking lot reconfiguration project. This initiative aims to enhance traffic flow and pedestrian safety by adding parking lanes for shuttle buses and constructing sidewalks around the parking lot (see the concept design below). Our required financial match for the proposed project was \$264K, which was included in this year's budget.



We were recently notified that we were not selected to receive a grant this year. Our backup plan was to undertake the shuttle bus parking portion of the project with our match funds if we were not awarded the grant. CCAD's project consultant was asked to develop plans and seek bids to construct the shuttle bus parking improvements. While we are awaiting bids, he is confident that we will be able to undertake the required improvements with the funds we had set aside for the grant match.

SECTION



ACTION ITEMS

COOS COUNTY AIRPORT DISTRICT BOARD MEETING

Thursday, July 25, 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 August 22, 2024

ADJOURN TO EXECUTIVE SESSION

The Coos County Airport District will hold an executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The executive session is being held pursuant to ORS 192.660(2)(e).

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: July 25, 2024

SUBJECT: AIP # 3-41-0041-056-2024
Resolution 2024-07-01

BACKGROUND:

The Coos County Airport District (CCAD) filed form SF-424 with the Federal Aviation Administration (FAA) for grant funding related to reconstructing the northwest (phase 2 – design and construction). CCAD received an FAA AIP grant offer of \$673,942.

FISCAL IMPACT:

FAA AIP 56 obligation (93.75%)	\$673,942
CCAD obligation (6.25%)	<u>\$ 44,930</u>
Total AIP 56:	\$718,872

LEGAL CONSIDERATION:

This item has not been reviewed by legal counsel.

RECOMMENDATION:

Accept the FAA grant offer in the amount of \$673,942 and adopt resolution 2024-07-01.

MOTION:

Motion to adopt Resolution 2024-07-01 and accept the FAA grant offer for AIP Project No. 3-41-0041-056-2024 in the amount of \$673,942.



U.S. Department of Transportation Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM (AIP)

FY 2024 AIP

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date July 17, 2024

Airport/Planning Area Southwest Oregon Regional Airport-North Bend, Oregon

Airport Infrastructure Grant Number 3-41-0041-056-2024 (Contract Number: DOT-FA24NM-0053)

Unique Entity Identifier KT82L4RD4261

TO: Coos County Airport District – North Bend, Oregon

 (herein called the "Sponsor")

FROM: The United States of America (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated July 1, 2024, for a grant of Federal funds for a project at or associated with the Southwest Oregon Regional Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Southwest Oregon Regional Airport (herein called the "Project") consisting of the following:

Reconstruct Northwest Apron (40% of phase 2-design and construction);

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018

(Public Law Number (P.L.) 115-254); the Department of Transportation Appropriations Act, 2021 (P.L. 116-260, Division L); the Consolidated Appropriations Act, 2022 (P.L. 117-103); Consolidated Appropriations Act, 2023 (P.L. 117-328); Consolidated Appropriations Act, 2024 (P.L. 118-42); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances dated May 2022, interpreted and applied consistent with the FAA Reauthorization Act of 2024 per Reauthorization Grant Condition 30 below; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (93.75) % of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$673,942.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning
\$673,942 for airport development; and,
\$0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

a. **Period of Performance:**

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods (2 Code of Federal Regulations (CFR) § 200.1).

b. **Budget Period:**

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph 2(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

c. **Close Out and Termination**

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated _____

Coos County Airport District

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Oregon. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (P.L. 115-254); the Department of Transportation Appropriations Act, 2021 (P.L. 116-260, Division L); the Consolidated Appropriations Act, 2022 (P.L. 117-103); Consolidated Appropriations Act, 2023 (P.L. 117-328); Consolidated Appropriations Act, 2024 (P.L. 118-42); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at _____

By: _____

(Signature of Sponsor's Attorney)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

COOS COUNTY AIRPORT DISTRICT

In the Matter of the Acceptance of a Grant Offer from the U.S. Department Of Transportation, Federal Aviation Administration AIP Project Number 3-41-0041-056-2024 to Reconstruct the Northwest Apron (Phase 2 – Design and Construction)

Resolution 2024-07-01

WHEREAS, the Coos County Airport District (“District”) authorized the Executive Director to prepare and submit a project application dated July 1, 2024, for a grant of federal funds to reconstruct the northwest apron (40% of phase 2-design and construction); and,

WHEREAS, the District has now received an offer from the Federal Aviation Administration (FAA) of the United States of America to provide grant funds for the purposes outlined in the grant application; and,

WHEREAS, the District having reviewed the terms and conditions of the purposed grant for AIP Project Number 3-41-0041-056-2024 and the purposed contract,

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Coos County Airport District accepts the offer for AIP Project No. 3-41-0041-56-2024 and the terms and conditions contained in the Contract, a copy of which is attached to this Resolution; and the Chairperson of the Board of Commissioners and legal counsel are authorized to execute the documents necessary to complete the acceptance of the grant and the contract conditions contained therein.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE COOS COUNTY AIRPORT DISTRICT this 25th day July of 2024.

Jason Bell, Chair

Joe Benetti, Vice-Chair

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: July 25, 2024

SUBJECT: AIP # 3-41-0041-057-2024
Resolution 2024-07-02

BACKGROUND:

The Coos County Airport District (CCAD) filed form SF-424 with the Federal Aviation Administration (FAA) for grant funding related to reconstructing the northwest (phase 2 – design and construction). CCAD received an FAA AIP grant offer of \$1,011,633.

FISCAL IMPACT:

FAA AIP 57 obligation (93.75%)	\$1,011,633
CCAD obligation (6.25%)	<u>\$ 67,443</u>
Total AIP 57:	\$1,079,076

LEGAL CONSIDERATION:

This item has not been reviewed by legal counsel.

RECOMMENDATION:

Accept the FAA grant offer in the amount of \$1,011,633 and adopt resolution 2024-07-02.

MOTION:

Motion to adopt Resolution 2024-07-01 and accept the FAA grant offer for AIP Project No. 3-41-0041-057-2024 in the amount of \$1,011,633.



U.S. Department
of Transportation
Federal Aviation
Administration

**FY 2024 AIRPORT INFRASTRUCTURE GRANT
GRANT AGREEMENT
Part I - Offer**

Federal Award Offer Date	July 17, 2024
Airport/Planning Area	Southwest Oregon Regional Airport – North Bend, Oregon
Airport Infrastructure Grant Number	3-41-0041-057-2024 (Contract Number: DOT-FA24NM-0052)
Unique Entity Identifier	KT82L4RD4261
TO:	Coos County Airport District, Oregon (herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated July 1, 2024, for a grant of Federal funds for a project at or associated with the Southwest Oregon Regional Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Southwest Oregon Regional Airport (herein called the "Project") consisting of the following:

Reconstruct Northwest Apron (60% of phase 2-design and construction);

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (93.75) % of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$1,011,633.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$0 for planning

\$1,011,633 for airport development; and,

\$0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. Period of Performance:

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods (2 Code of Federal Regulations (CFR) § 200.1).

- b. Budget Period:

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph 2(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period. Eligible project-related costs incurred on or after November 15, 2021 that comply with all Federal funding procurement requirements and FAA standards are allowable costs.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

- c. Close Out and Termination

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the Period of Performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the Period of Performance end date with the information available at the end of 120 days (2 CFR § 200.344).

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated _____

Coos County Airport District

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: _____
(Typed Name of Sponsor's Authorized Official)

Title: _____
(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR’S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Oregon. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor’s official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL), Division J, Title VIII; and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at _____ %}

By: _____
(Signature of Sponsor’s Attorney)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

COOS COUNTY AIRPORT DISTRICT

In the Matter of the Acceptance of a Grant Offer from the U.S. Department Of Transportation, Federal Aviation Administration AIP Project Number 3-41-0041-057-2024 to Reconstruct the Northwest Apron (Phase 2 – Design and Construction)

Resolution 2024-07-02

WHEREAS, the Coos County Airport District (“District”) authorized the Executive Director to prepare and submit a project application dated July 1, 2024, for a grant of federal funds to reconstruct the northwest apron (40% of phase 2-design and construction); and,

WHEREAS, the District has now received an offer from the Federal Aviation Administration (FAA) of the United States of America to provide grant funds for the purposes outlined in the grant application; and,

WHEREAS, the District having reviewed the terms and conditions of the purposed grant for AIP Project Number 3-41-0041-057-2024 and the purposed contract,

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of the Coos County Airport District accepts the offer for AIP Project No. 3-41-0041-57-2024 and the terms and conditions contained in the Contract, a copy of which is attached to this Resolution; and the Chairperson of the Board of Commissioners and legal counsel are authorized to execute the documents necessary to complete the acceptance of the grant and the contract conditions contained therein.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE COOS COUNTY AIRPORT DISTRICT this 25th day July of 2024.

Jason Bell, Chair

Joe Benetti, Vice-Chair

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: July 25, 2024

SUBJECT: Resolution 2024-07-03: Amending CCAD Policy 8

BACKGROUND:

On December 18, 2003 the Board of Commissioners of the Coos County Airport District (CAAD) enacted the Policies, Rules and Regulations governing the use and operation of what is now known as the Southwestern Oregon Regional Airport. Among those policies included Policy 8: Safety and Loss Prevention.

The policy has been reviewed by both the Executive Director and the CCAD Attorney who find that Policy 8: Safety and Loss Prevention needs to be amended. Proposed changes, along with some grammatical corrections, to Policy 8 are attached in both legislative format and a clean amended copy.

The proposed amendment can be implemented with the adoption of Resolution 2024-07-03.

FISCAL IMPACT:

None

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

If it pleases the Board, adopt Resolution 2024-07-03.

MOTION:

Motion to adopt Resolution 2024-07-03, amending CCAD Policy 8: Safety & Loss Prevention.

CHAPTER 8: SAFETY AND LOSS PREVENTION

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POLICY 8.1 RISK MANAGEMENT

The establishment of these policies and procedures regarding risk management and insurance is to provide specific and general authority to the risk manager, and to advise and act for the Airport District in all matters relating to risk management and insurance as stated herein. The Airport District recognizes that the need to manage public funds wisely is ~~of~~ the highest priority. Therefore, the Board of Commissioners hereby supports the need to adopt the logical, sound management practices of risk management. The purpose of risk management shall be to preserve the assets of the Airport District against unforeseen or accidental losses, which have a negative financial consequence, including but not limited to those which are catastrophic in nature. This policy applies to all risks of accidental loss, such as fire, general liability, theft, medical and legal malpractice, and other risks of property and liability losses, both direct and indirect. The Board of Commissioners will make the final decision regarding risk management recommendations, which ~~would could~~ have major financial impacts on the Airport District, ~~such as a decision not to carry property damage insurance for earthquakes.~~

A. The risk manager will serve as a function of the Airport District's administrative office and shall have responsibility and authority for coordinating risk functions with related departments and shall be responsible for:

1. Systematic and continuous analysis of risks; identification and measurement of risk exposures to loss.
2. Selection of appropriate risk management techniques of risk control, such as avoidance, loss reduction, loss prevention, segregation of non-insurance transfers, and risk finance, such as current expenses, funded reserves, unfunded reserves or insurance.
3. Purchase of all insurance, including type of coverage, limits and retention levels.
4. Coordination of claims adjusting.
5. Coordination of maintenance of loss, claims and insurance records.
6. Selection of insurance agents or brokers.
7. Coordination of employee, hospital/medical benefits and dental plans.
8. Coordination of allocation of all risk charges such as insurance premiums, self-insured retention and administration costs.
9. Advising all levels of management on field of loss control, such as security, fire protection and prevention of losses and claims.

B. In addition, the risk manager shall have responsibility in the following areas:

1. PROPERTY, CASUALTY AND LIABILITY: The risk manager shall develop guidelines for ~~all~~ insurance exposures and advise the Board of Commissioners on appropriate actions. The risk manager shall act on behalf of the Airport District in all matters relating to property, casualty and liability exposures with Commission approval.

2. WORKERS' COMPENSATION: The risk manager shall ensure that the Airport District is in full compliance with the workers' compensation law and shall, when appropriate, request investigations and evaluations of all claims from insurance carriers.
3. SAFETY: The risk manager shall be responsible to the Airport District Board of Commissioners for establishing, implementing and monitoring integrated, District-wide safety programs.
4. RISK RETENTION: With regard to risk of accidental losses, it shall be the Airport District's policy to self-insure when predictable frequency can be determined at a relatively safe level and at which time the self-insured retention would not have a significant impact on the Airport District's financial position.
5. INSURANCE: All insurance for the Airport District shall be purchased through the risk manager from any source deemed to be the best interest of the Airport District when the potential loss exposure exceeds the retention level that the ~~Port-Airport District~~ has previously decided upon.

All policies contained in this statement are for the protection and benefit of the Coos County Airport District and are not intended to benefit or protect other persons or parties.

POLICY 8.2: SAFETY AND LOSS PREVENTION POLICY

A. PROMOTION OF SAFETY

It is the policy of the Airport District to promote safety in all phases of operations. To that end, ~~The~~ the Airport District shall strive to provide safe equipment, necessary personal protection equipment, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

B. ADMINISTRATION OF SAFETY PROGRAM

The ~~Airport Manager~~ Executive Director or his/her designee, the risk manager, shall be responsible for the day-to-day administration of the Airport District's safety and loss prevention program, including:

1. Implementation of the necessary loss prevention and risk control policies and programs, including the following:
 - a. Participation by and accountability for all officers and employees in loss prevention activities.
 - ~~a.~~
 - b. Hazard assessment and control.
 - c. Accident investigations;
 - d. Personal protective and safety equipment programs.
 - e. Training programs.
 - f. Operations evaluation.

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- g. Claims management and early return to work efforts.
2. Legal compliance with all federal, state and local safety and health regulations.
 3. Providing personnel with needed resources to ~~insure~~ensure compliance with the District's loss prevention and control policies.
 4. Review of loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of activities.
 5. Consulting with the Airport District's insurance agents and carriers in developing loss control policies and procedures.
 6. Creating and managing an early return-to-work program for injured employees.
 7. ~~Insuring~~Ensuring personnel policies, manuals, job descriptions and job placement practices are in place, and that all volunteers, employees and officers are in compliance.

POLICY 8.3: ~~EMPLOYEE'S~~ PERSONAL PROTECTIVE EQUIPMENT POLICY

The following is a list of personal protective equipment that is provided by the ~~Coos County~~ Airport District, and shall be required to be used by employees of the Airport District in their general work ~~environment~~duties:

1. Safety Glasses (OR-OSHA 437-50-025)
2. Earplugs (OR-OSHA 437-50-030)
3. Cutting Goggles (w/extra lens) (OR-OSHA 437-50-025)
4. Full-Face shield (both clear and shaded) (OR-OSHA 437-50-025)
5. Rubber Gloves (parts cleaning tank) (OR-OSHA 437-50-045)
6. Rubber Apron (parts cleaning tank) (OR-OSHA 437-50-10)
7. Welding Leathers (jacket, bib, gloves and apron) (OR-OSHA 437-50-015)
8. Welding Hoods (w/extra lens) (OR-OSHA 437-50-010)
9. Safety Belts (Need to be load tested annually) (OR-OSHA 437-50-050)
10. Hard Hat (OR-OSHA 437-50-020)
11. Back Support Brace (OR-OSHA 437-50-010)
12. Gloves (Reg. Cotton) (OR-OSHA 437-50-045) (12 pairs/year per employee)
13. Leather Boots (Maintenance Workers) (OR-OSHA 437-50-040)*
14. Rubber Boots (OR-OSHA 437-50-015)

~~*The Airport District will reimburse each employee for one pair of leather work boots every two years up to \$100.00 (with receipt) after July 1st in off numbered years. The Airport District will purchase appropriate work-related footwear that meets the minimum ASTM "F2413-11" standards for maintenance employees on an as-needed basis, as determined by their supervisor, but no more than once per fiscal year. The Airport District will cover up to \$200 for the footwear, while employees will be responsible for any additional costs. Employees are required to wear the footwear purchased by the Airport District while carrying out their job duties. Footwear damaged and rendered unusable during the course of work will be replaced by the Airport District.~~

Commented [MC1]: Is this still correct? Is the reimbursement still 100?

CHAPTER 8: SAFETY AND LOSS PREVENTION

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POLICY 8.1 RISK MANAGEMENT

The establishment of these policies and procedures regarding risk management and insurance is to provide specific and general authority to the risk manager, and to advise and act for the Airport District in all matters relating to risk management and insurance as stated herein. The Airport District recognizes that the need to manage public funds wisely is the highest priority. Therefore, the Board of Commissioners hereby supports the need to adopt the logical, sound management practices of risk management. The purpose of risk management shall be to preserve the assets of the Airport District against unforeseen or accidental losses which have a negative financial consequence, including but not limited to those which are catastrophic in nature. This policy applies to all risks of accidental loss, such as fire, general liability, theft, medical and legal malpractice, and other risks of property and liability losses, both direct and indirect. The Board of Commissioners will make the final decision regarding risk management recommendations which could have major financial impacts on the Airport District.

- A. The risk manager will serve as a function of the Airport District's administrative office and shall have responsibility and authority for coordinating risk functions with related departments and shall be responsible for:
1. Systematic and continuous analysis of risks; identification and measurement of risk exposures to loss.
 2. Selection of appropriate risk management techniques of risk control, such as avoidance, loss reduction, loss prevention, segregation of non-insurance transfers, and risk finance, such as current expenses, funded reserves, unfunded reserves or insurance.
 3. Purchase of all insurance, including type of coverage, limits and retention levels.
 4. Coordination of claims adjusting.
 5. Coordination of maintenance of loss, claims and insurance records.
 6. Selection of insurance agents or brokers.
 7. Coordination of employee, hospital/medical benefits and dental plans.
 8. Coordination of allocation of all risk charges such as insurance premiums, self-insured retention and administration costs.
 9. Advising all levels of management on field of loss control, such as security, fire protection and prevention of losses and claims.
- B. In addition, the risk manager shall have responsibility in the following areas:
1. PROPERTY, CASUALTY AND LIABILITY: The risk manager shall develop guidelines for all insurance exposures and advise the Board of Commissioners on appropriate actions. The risk manager shall act on behalf of the Airport District in all matters relating to property, casualty and liability exposures with Commission approval.

2. WORKERS' COMPENSATION: The risk manager shall ensure that the Airport District is in full compliance with the workers' compensation law and shall, when appropriate, request investigations and evaluations of all claims from insurance carriers.
3. SAFETY: The risk manager shall be responsible to the Airport District Board of Commissioners for establishing, implementing and monitoring integrated, District-wide safety programs.
4. RISK RETENTION: With regard to risk of accidental losses, it shall be the Airport District's policy to self-insure when predictable frequency can be determined at a relatively safe level and at which time the self-insured retention would not have a significant impact on the Airport District's financial position.
5. INSURANCE: All insurance for the Airport District shall be purchased through the risk manager from any source deemed to be the best interest of the Airport District when the potential loss exposure exceeds the retention level that the Airport District has previously decided upon.

All policies contained in this statement are for the protection and benefit of the Coos County Airport District and are not intended to benefit or protect other persons or parties.

POLICY 8.2: SAFETY AND LOSS PREVENTION POLICY

A. PROMOTION OF SAFETY

It is the policy of the Airport District to promote safety in all phases of operations. To that end, the Airport District shall strive to provide safe equipment, necessary personal protection equipment, and adequate training. It is the responsibility of every employee and officer to cooperate in promoting safety and integrating safety procedures into all operations.

B. ADMINISTRATION OF SAFETY PROGRAM

The Executive Director or his/her designee, the risk manager, shall be responsible for the day-to-day administration of the Airport District's safety and loss prevention program, including:

1. Implementation of the necessary loss prevention and risk control policies and programs, including the following:
 - a. Participation by and accountability for all officers and employees in loss prevention activities.
 - b. Hazard assessment and control.
 - c. Accident investigations;
 - d. Personal protective and safety equipment programs.
 - e. Training programs.
 - f. Operations evaluation.
 - g. Claims management and early return to work efforts.

2. Legal compliance with all federal, state and local safety and health regulations.
3. Providing personnel with needed resources to ensure compliance with the District's loss prevention and control policies.
4. Review of loss data and accident investigation findings; evaluation of loss prevention activities, comparing them with current needs; assignment of responsibility for corrective action measures; and maintenance of necessary records of activities.
5. Consulting with the Airport District's insurance agents and carriers in developing loss control policies and procedures.
6. Creating and managing an early return-to-work program for injured employees.
7. Ensuring personnel policies, manuals, job descriptions and job placement practices are in place, and that all volunteers, employees and officers are in compliance.

POLICY 8.3: EMPLOYEES' PERSONAL PROTECTIVE EQUIPMENT POLICY

The following is a list of personal protective equipment that is provided by the Airport District, and shall be required to be used by employees of the Airport District in their general work duties:

1. Safety Glasses (OR-OSHA 437-50-025)
2. Earplugs (OR-OSHA 437-50-030)
3. Cutting Goggles (w/extra lens) (OR-OSHA 437-50-025)
4. Full-Face shield (both clear and shaded) (OR-OSHA 437-50-025)
5. Rubber Gloves (parts cleaning tank) (OR-OSHA 437-50-045)
6. Rubber Apron (parts cleaning tank) (OR-OSHA 437-50-10)
7. Welding Leathers (jacket, bib, gloves and apron) (OR-OSHA 437-50-015)
8. Welding Hoods (w/extra lens) (OR-OSHA 437-50-010)
9. Safety Belts (Need to be load tested annually) (OR-OSHA 437-50-050)
10. Hard Hat (OR-OSHA 437-50-020)
11. Back Support Brace (OR-OSHA 437-50-010)
12. Gloves (Reg. Cotton) (OR-OSHA 437-50-045) (12 pairs/year per employee)
13. Leather Boots (Maintenance Workers) (OR-OSHA 437-50-040)*
14. Rubber Boots (OR-OSHA 437-50-015)

*. The Airport District will purchase appropriate work-related footwear that meets the minimum ASTM "F2413-11" standards for maintenance employees on an as-needed basis, as determined by their supervisor, but no more than once per fiscal year. The Airport District will cover up to \$200 for the footwear, while employees will be responsible for any additional costs. Employees are

required to wear the footwear purchased by the Airport District while carrying out their job duties. Footwear damaged and rendered unusable during the course of work will be replaced by the Airport District.

COOS COUNTY AIRPORT DISTRICT

In the Matter of

Amending CCAD Policy 8: Safety and Loss
Prevention

Resolution 2024-07-03

WHEREAS, on December 18, 2003, the Board of Commissioners of the Coos County Airport Board enacted the Policies, Rules and Regulations governing the use and operation of what is now known as the Southwestern Oregon Regional Airport; and

WHEREAS, among the enacted policies included Policy 8: Safety and Loss Prevention; and,

WHEREAS, from time to time, the CCAD Board finds it necessary to review and update established policies; and,

WHEREAS, after review by the Executive Director and CCAD Attorney, the CCAD Board finds it necessary to amend Policy 8: Safety and Loss Prevention; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Coos County Airport District hereby adopts the amended Policy 8: Safety and Loss Prevention which is attached hereto and is incorporated as if fully set forth here.

APPROVED and ADOPTED by the Coos County Airport District Board of Commissioners this 25th day of July 2024.

Jason Bell, Chairman

Joe Benetti, Vice-Chairman

COOS COUNTY AIRPORT DISTRICT

ACTION REQUEST

DATE: July 25, 2024

SUBJECT: Landscaping Maintenance Services

BACKGROUND:

The Coos County Airport District issued a Request for Proposals (RFP) for Landscape Maintenance Services on June 20, 2024. A pre bid meeting was held on June 28, 2024 to review the Scope of Work which included providing landscape maintenance to the airport terminal and DHS campus. The initial 15 month term of the agreement, starting August 1st, 2024 and ending Oct 31, 2025, would allow for the 2025 peak summer season to be under contract. Two (2) additional one (1) year term options are available.

Proposal deadline was set at 2:00pm July 17th, 2024 by which time the CCAD received one submittal from Clean Rivers, Inc. in the amount of \$55,150

FISCAL IMPACT:

The current 2024/25FY	\$38,250
FY25/26	<u>\$16,900</u>
Total	\$55,150

A full FY would be \$42,475

LEGAL CONSIDERATION:

This item has been reviewed by legal counsel.

RECOMMENDATION:

Staff recommends engaging Clean Rivers, Inc. for providing Landscaping Maintenance Services to the airport terminal and DHS campus.

MOTION:

Motion to approve the Executive Director to execute the agreement with Clean Rivers, Inc. to provide Landscaping Maintenance Services for the airport terminal and DHS campus in the amount of \$55,150.

PROPOSAL FORM

The Proposer shall provide pricing for each Area

Peak-Season (April 1 – October 31 each year – 10 months total for contract term)

Area	Work Items	Approx. Acreage	Item Price (per month)	Frequency (months)	Total (Item Price X Frequency)
1	Southwest Oregon Regional Airport	2.75	\$2,550	10	\$25,500
2	DHS Campus	4.58	\$1,675	10	\$16,750
				TOTAL	\$ 42,250

Off-Peak Season (November 1 – March 31 each year – 5 months total for contract term)

Area	Work Items	Approx. Acreage	Item Price (per month)	Frequency (months)	Total (Item Price X Frequency)
1	Southwest Oregon Regional Airport	2.75	\$1,560	5	\$7,800
2	DHS Campus	4.58	\$1,020	5	\$5,100
				TOTAL	\$ 12,900

ATTACHMENTS



Area 1 & 2: Overall Layout