



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, May 3, 2017 – 10:00 A.M.

Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. AGENDA AMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. ANNOUNCEMENTS**
 - A. Budget Committee Meetings Schedule May 15 – 19
 - B. General Meeting of May 17, 2017 moved to May 24, 2017
- 5. PUBLIC COMMENTS** (3 minutes per person; 30 minute limit for all public comment)
- 6. CONSENT CALENDAR**
 - A. Approval of the 14th and 15th Amendments to OHA Agreement for Public Health Financing (5 min)
 - B. Intergovernmental Agreement (IGA) with Gold Beach to Provide Tourism Administrative Services to Curry County. (5 min)
 - C. Payroll Distribution change for Sheriff John Ward (10 min)
 - D. Amendment to Daywireless Tower Site Management Agreement (4 min)
- 7. ADMINISTRATIVE ACTIONS/APPOINTMENTS**
- 8. PUBLIC HEARING**
- 9. PROCLAMATIONS/RESOLUTIONS/LEGISLATIVE ACTIONS**
- 10. NEW BUSINESS**
- 11. OLD BUSINESS**
 - A. Ordinance Establishing Office and Authority of County Administrator (15 min)
- 12. PRESENTATIONS TO THE BOARD**
 - A. Air Service Proposals - Crescent City, CA (5 min)
- 13. COMMISSIONER UPDATES/LIAISON & DEPARTMENT ACTIVITY REPORTS**

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

14. EXECUTIVE SESSION

15. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Approval of the 14th and 15th Amendments to OHA Agreement for Public Health Financing #148007 with signature authority to the CCH CEO, Ken Dukek.**AGENDA DATE^a:** 5/3/2017 **DEPARTMENT:** CCH **TIME NEEDED:** 5 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Ken Dukek **PHONE/EXT:** 373-8012 **TODAY'S DATE:** 4/17/17**BRIEF BACKGROUND OR NOTE^b:** 14th Amendment increases grant funding \$6500 for youth friendly State Health Improvement Plan (SHIP) assistance. 15th Amendment modifies the grant by increase of \$62,817 to perform services in the Prescription Drug Overdoes Program (PDOP) elements^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement(1)#148007 - 14th Amendment Signature Authority to Chair(2)#148007 - 15th Amendment Signature Authority to ChairAre there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒

(If Yes, brief detail)

2. Does this agenda item impact any other County department? Yes ☐ No ☒

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**INSTRUCTIONS ONCE SIGNED:**☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐

Comment:

2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒

Comment:

3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒4. If hire order requires an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Consent Calendar**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Modifies agreements as per attached files briefly summarized above.

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Court Boice Yes ☐ No ☐Commissioner Thomas Huxley Yes ☐ No ☐Commissioner Susan Gold Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

Agreement #148007

**FOURTEENTH AMENDMENT TO OREGON HEALTH AUTHORITY
2015-2017 INTERGOVERNMENTAL AGREEMENT FOR THE
FINANCING OF PUBLIC HEALTH SERVICES**

This Fourteenth Amendment to Oregon Health Authority 2015-2017 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2015 (as amended the “Agreement”), is between the State of Oregon acting by and through its Oregon Health Authority (“OHA”) and Curry County, acting by and through its Curry County Curry Community Health (“LPHA”), the entity designated, pursuant to ORS 431.375(2), as the Local Public Health Authority for Curry County.

RECITALS

WHEREAS, OHA and LPHA wish to modify the financial assistance award for fiscal year 2016-2017 set forth in Exhibit C of the Agreement;

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. The Agreement is amended as follows:
 - a. Exhibit C “Financial Assistance Award”, Section 1 only is amended to modify the Financial Assistance Award for the period July 1, 2016 through June 30, 2017 as set forth in Attachment A attached hereto and incorporated herein by this reference. Attachment A must be read in conjunction with Section 4 of Exhibit C, entitled “Explanation of Financial Assistance Award” of the Agreement.
2. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
3. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
4. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect. The parties expressly agree to and ratify the Agreement as herein amended.
5. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

6. This Amendment becomes effective on the date of the last signature below.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

APPROVED:

STATE OF OREGON ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY (OHA)

By: _____
Name: /for/ Lillian Shirley, BSN, MPH, MPA
Title: Public Health Director
Date: _____

CURRY COUNTY ACTING BY AND THROUGH ITS CURRY COUNTY CURRY COMMUNITY HEALTH (LPHA)

By: _____
Name: _____
Title: _____
Date: _____

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

Amendment form group-approved by D. Kevin Carlson, Senior Assistant Attorney General, by email on June 30, 2016. A copy of the emailed approval is on file at OCP.

OHA PUBLIC HEALTH ADMINISTRATION

Reviewed by: _____
Name: Mai Quach (or designee)
Title: Program Support Manager
Date: _____

OFFICE OF CONTRACTS & PROCUREMENT (OCP)

By: _____
Name: Tammy L. Hurst, OPBC, OCAC
Title: Contract Specialist
Date: _____

ATTACHMENT A
FINANCIAL ASSISTANCE AWARD
Award Period July 1, 2016 through June 30, 2017

State of Oregon Oregon Health Authority Public Health Division			Page 1 of 2
1) Grantee Name: Curry County Health Department Street: PO Box 810 City: Gold Beach State: OR Zip Code: 97444	2) Issue Date February 16, 2017	This Action AMENDMENT FY2017	
		3) Award Period From July 1, 2016 Through June 30, 2017	
4) OHA Public Health Funds Approved			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 01 State Support for Public Health	24,926	0	24,926
PE 03 TB Case Management	647	0	647 (e)
PE 12 Public Health Emergency Preparedness	69,213	0	69,213
PE 13 Tobacco Prevention & Education	57,973	0	57,973
PE 27 Prescription Drug Overdose Prevention	95,500	0	95,500 (g)
PE 40 Women, Infants and Children FAMILY HEALTH SERVICES	88,013	0	88,013 (b,c,h,i)
PE 41 Reproductive Health Program FAMILY HEALTH SERVICES	8,768	0	8,768 (a)
PE 42 MCH/Child & Adolescent Health -- General Fund FAMILY HEALTH SERVICES	3,740	0	3,740
PE 42 MCH-TitleV -- Child & Adolescent Health FAMILY HEALTH SERVICES	6,025	0	6,025
PE 42 MCH-TitleV -- Flexible Funds FAMILY HEALTH SERVICES	14,057	0	14,057
PE 42 MCH/Perinatal Health -- General Fund FAMILY HEALTH SERVICES	1,994	0	1,994
PE 42 Babies First FAMILY HEALTH SERVICES	6,082	0	6,082
5) FOOTNOTES: a) The Title X funding may change due to availability of funds and funding formula calculation based on clients served in Fiscal Year 2015. b) The July-September 2016 grant is \$23,624 and includes \$4,725 of minimum Nutrition Education. \$1,061 is for Breastfeeding Promotion. c) The October-June 2017 grant is \$64,389 and includes \$12,878 of minimum Nutrition Education \$3,182 is for Breastfeeding Promotion. d) Immunization Special Payments is funded by State General Funds and is matched dollar for dollar with Federal Medicaid Match. e) \$70 needs to be expended by 12/31/16 f) \$5,000 is for School Based Health Center Youth Friendly Clinic Grant Funds. g) \$15,916 of funds are for the State Fiscal Year 2017 and should be spent by August 31, 2016. \$79,583 of funds are for the State Fiscal Year 2017 period of Sept. 1, 2016 through June 30, 2017. h) \$245 represents the Fresh Fruit and Veggies funds.			
6) Capital Outlay Requested in This Action: Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV

State of Oregon Oregon Health Authority Public Health Division			Page 2 of 2
1) Grantee Name: Curry County Health Department Street: PO Box 810 City: Gold Beach State: OR Zip Code: 97444	2) Issue Date February 16, 2017	This Action AMENDMENT FY2017	
		3) Award Period From July 1, 2016 Through June 30, 2017	
4) OHA Public Health Funds Approved			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 42 Oregon MothersCare FAMILY HEALTH SERVICES	3,200	0	3,200
PE 43 Immunization Special Payments	7,954	0	7,954 (d)
PE 44 School Based Health Centers -- BASE FAMILY HEALTH SERVICES	65,000	6,500	71,500 (f, j)
PE 44 School Based Health Centers-Mental Health Expansion FAMILY HEALTH SERVICES	68,000	0	68,000
PE 50 Safe Drinking Water Program	22,441	0	22,441
TOTAL	543,533	6,500	550,033
5) FOOTNOTES: i) \$1,916 represents one-time funding amount. Funding rate is \$4 per assigned caseload. j) \$6,500 is one time funding to support SBHC operations, technical assistance and professional development activities related to the program priorities of youth-friendly services and the State Health Improvement Plan.			
6) Capital Outlay Requested in This Action: Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV

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Agreement #148007

**FIFTEENTH AMENDMENT TO OREGON HEALTH AUTHORITY
2015-2017 INTERGOVERNMENTAL AGREEMENT FOR THE
FINANCING OF PUBLIC HEALTH SERVICES**

This Fifteenth Amendment to Oregon Health Authority 2015-2017 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2015 (as amended the “Agreement”), is between the State of Oregon acting by and through its Oregon Health Authority (“OHA”) and Curry County (“County”), and Curry Community Health (“LPHA”), the entity designated, pursuant to ORS 431.003, as the Local Public Health Authority for Curry County.

RECITALS

WHEREAS, OHA, County and LPHA wish to modify certain Program Element Descriptions set forth in Exhibit B of the Agreement;

WHEREAS, OHA, County and LPHA wish to modify the financial assistance award for fiscal year 2016-2017 set forth in Exhibit C of the Agreement;

WHEREAS, OHA, County and LPHA wish to modify the Exhibit J information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200;

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. The Agreement is amended as follows:
 - a. Exhibit B “Program Element Descriptions” Program Element #27: “Prescription Drug Overdose Prevention (PDOP)” is hereby superseded and replaced in its entirety as set forth in Attachment A attached hereto and incorporated by this reference.
 - b. Exhibit C “Financial Assistance Award”, Section 1 only is amended to modify the Financial Assistance Award for the period July 1, 2016 through June 30, 2017 as set forth in Attachment B attached hereto and incorporated herein by this reference. Attachment B must be read in conjunction with Section 4 of Exhibit C, entitled “Explanation of Financial Assistance Award” of the Agreement.
 - c. Exhibit J “Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200” is amended to add to the federal award information datasheet as set forth in Attachment C, attached hereto and incorporated herein by this reference.
2. County represents and warrants to OHA that the representations and warranties of County set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
3. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 2 of Exhibit E of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
5. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect. The parties expressly agree to and ratify the Agreement as herein amended.

6. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.
7. This Amendment becomes effective on the date of the last signature below.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

APPROVED:

STATE OF OREGON ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY (OHA)

By: _____
Name: /for/ Lillian Shirley, BSN, MPH, MPA
Title: Public Health Director
Date: _____

CURRY COUNTY (COUNTY)

By: _____
Name: _____
Title: _____
Date: _____

CURRY COMMUNITY HEALTH (LPHA)

By: _____
Name: _____
Title: _____
Date: _____

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

Amendment form group-approved by D. Kevin Carlson, Senior Assistant Attorney General, by email on June 30, 2016. A copy of the emailed approval is on file at OCP.

OHA PUBLIC HEALTH ADMINISTRATION

Reviewed by: _____
Name: Mai Quach (or designee)
Title: Program Support Manager
Date: _____

OFFICE OF CONTRACTS & PROCUREMENT (OCP)

By: _____
Name: Tammy L. Hurst, OPBC, OCAC
Title: Contract Specialist
Date: _____

ATTACHMENT A

Program Element #27 - Prescription Drug Overdose Prevention (PDOP)

1. **Description.** Funds provided under the Financial Assistance Agreement for this Program Element may only be used, in accordance with and subject to the requirements, and limitations set forth below, to implement Prescription Drug Overdose Prevention activities in the following areas for LPHAs in High-burden Regions. The two-year funding period for Multnomah, Lane and Curry Counties will be Sept 1, 2015 to August 31, 2017 at \$95,500 annually for each funded County. Beginning March 1, 2017 through August 31, 2017 Curry County will receive an additional \$94,226; Lane County will receive an additional \$75,765; and Multnomah will receive an additional \$91,023, which includes funding to design, develop and disseminate a Naloxone toolkit for pharmacists.
 - a. Application of Prescription Drug Overdose Assessment and Capacity-Building Efforts. Complete remote (web-based) training on using the Oregon Prescription Drug Monitoring Program (PDMP) and PDMP guidelines.
 - b. Advance Health System Interventions. Promote prescriber enrollment and adoption of the PDMP and state opioid prescribing guidelines. Three regions will work towards a goal of enrolling 95% of the top controlled substance prescribers in the region in Prescription Drug Monitoring Program (PDMP) over the two year funding period.
 - c. Facilitation of Community Partnerships. Accomplish movement toward building or strengthening a community network within the region that contributes to reducing problematic prescribing, improving coordination of patient care for patients with opioid use disorder, increasing the use of non-opioid treatment for chronic non-cancer pain, and evolving a more interconnected community-level network of services.
 - d. Facilitate Development of Local Prescription Drug Overdose Prevention Networks and Systems. Convene or strengthen an existing Interdisciplinary Action Team (IAT), a regional (or county-level) Pain Guidance Group (PGG) and a regional summit to help adoption and promotions of PDMP and opioid prescribing guidelines and increase community level data-informed awareness of PDO.
 - e. Promote Community-Clinical Linkages to Support Prescription Drug Overdose Prevention. Disseminate local data or stories to local media outlets to promote public awareness of the burden and preventability of PDO.
2. **Definitions specific to this Program Element.**
 - a. High-burden region: an area of 2-3 neighboring counties led by a funded Local Public Health Authority. The Oregon regions with the highest burden of prescription drug overdose and problematic prescribing are (A) Multnomah Washington and Clackamas counties; (B) Lane and Douglas counties; (C) Coos Curry and Josephine counties .
 - b. IAT: Interdisciplinary Action Team
 - c. LPHA: Local Public Health Authority
 - d. PDMP: Prescription Drug Monitoring Program
 - e. PGG: Pain Guidance Group
 - f. PDO: Prescription Drug Overdose

3. **Procedural and Operational Requirements.**

- a. By accepting and using the financial assistance funding provided by OHA under the Financial Assistance Agreement and this Program Element, the LPHA agrees to conduct activities in accordance with the following requirements:
 - (1) LPHA shall implement its activities in accordance with this Program Element.
 - (2) LPHA must assure that it is staffed at the appropriate level to address all sections in this Program Element. LPHA will designate or hire a lead staff person to carry out and coordinate all the activities in the High-burden Region described in this Program Element, and act as a point of contact between the LPHA and OHA.
 - (3) LPHA must use the funds awarded under this Agreement for this Program Element in accordance with its budget as approved by OHA. Modifications to the budget may only be made with OHA approval.
 - (4) LPHA must attend all PDO meetings reasonably required by OHA.
- b. Each High-burden Region must identify a LPHA to act as the fiscal agent for the High-burden Region which will hire and oversee required staff, and provide the workspace and administrative support required to carry out the grant-funded activities outlined in this Program Element.

4. **Reporting Requirements.** LPHA must have on file with OHA and approved Community Response Work Plan by no later than February 28th of each year, as well as provide semiannual budget reports. OHA will provide the required format and current service data for use in completing the plan and budget reports. LPHA shall implement its PDO prevention activities in accordance with its approved Community Response Work Plan. Modifications to the plan may only be made with OHA approval.

5. **Program Evaluation.** LPHA will cooperate with OHA on program evaluation throughout the duration of the Agreement period(s), as well as with final project evaluation. Such activities may include, but are not limited to, meeting with a state level evaluator soon after execution of this Agreement to help inform the OHA evaluation plan, collecting data and maintaining documentation throughout the Agreement period, responding to evaluator's requests for information and collaborating with OHA on final reports to highlight the outcomes of the work. Counties funded to conduct four month PDMP enrollment drives will not be required to participate in evaluation activities under this provision.

6. **Performance Measures.** LPHAs that complete fewer than 75% of planned activities in its Local Program Budget, set forth within this Program Element and incorporated herein the Agreement by reference, for two consecutive calendar quarters in one state fiscal year will not be eligible to receive funding under this Program Element in the next state fiscal year.

ATTACHMENT B
FINANCIAL ASSISTANCE AWARD
Award Period July 1, 2016 through June 30, 2017

State of Oregon Oregon Health Authority Public Health Division			Page 1 of 2
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4) OHA Public Health Funds Approved			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 01 State Support for Public Health	24,926	0	24,926
PE 03 TB Case Management	647	0	647 (e)
PE 12 Public Health Emergency Preparedness	69,213	0	69,213
PE 13 Tobacco Prevention & Education	57,973	0	57,973
PE 27 Prescription Drug Overdose Prevention	95,500	62,817	158,317 (g)
PE 40 Women, Infants and Children FAMILY HEALTH SERVICES	88,013	0	88,013 (b,c,h,i)
PE 41 Reproductive Health Program FAMILY HEALTH SERVICES	8,768	239	9,007 (a,l)
PE 42 MCH/Child & Adolescent Health -- General Fund FAMILY HEALTH SERVICES	3,740	0	3,740
PE 42 MCH-TitleV -- Child & Adolescent Health FAMILY HEALTH SERVICES	6,025	0	6,025
PE 42 MCH-TitleV -- Flexible Funds FAMILY HEALTH SERVICES	14,057	0	14,057
PE 42 MCH/Perinatal Health -- General Fund FAMILY HEALTH SERVICES	1,994	0	1,994
PE 42 Babies First FAMILY HEALTH SERVICES	6,082	0	6,082
5) FOOTNOTES: a) The Title X funding may change due to availability of funds and funding formula calculation based on clients served in Fiscal Year 2015. b) The July-September 2016 grant is \$23,624 and includes \$4,725 of minimum Nutrition Education \$1,061 is for Breastfeeding Promotion. c) The October-June 2017 grant is \$64,389 and includes \$12,878 of minimum Nutrition Education \$3,182 is for Breastfeeding Promotion. d) Immunization Special Payments is funded by State General Funds and is matched dollar for dollar with Federal Medicaid Match. e) \$70 needs to be expended by 12/31/16 f) \$5,000 is for School Based Health Center Youth Friendly Clinic Grant Funds. g) \$15,916 of funds are for the State Fiscal Year 2017 and should be spent by August 31, 2016. \$79,583 of funds are for the State Fiscal Year 2017 period of Sept. 1, 2016 through June 30, 2017. h) \$245 represents the Fresh Fruit and Veggies funds.			
6) Capital Outlay Requested in This Action: Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV

State of Oregon Oregon Health Authority Public Health Division		Page 2 of 2	
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		3) Award Period From July 1, 2016 Through June 30, 2017	
4) OHA Public Health Funds Approved			
Program	Previous Award	Increase/ (Decrease)	Grant Award
PE 42 Oregon MothersCare FAMILY HEALTH SERVICES	3,200	0	3,200
PE 43 Immunization Special Payments	7,954	0	7,954 (d)
PE 44 School Based Health Centers -- BASE FAMILY HEALTH SERVICES	71,500	0	71,500 (f,j)
PE 44 School Based Health Centers-Mental Health Expansion FAMILY HEALTH SERVICES	68,000	0	68,000
PE 50 Safe Drinking Water Program	22,441	0	22,441
TOTAL	550,033	63,056	613,089
5) FOOTNOTES: i) \$1,916 represents one-time funding amount. Funding rate is \$4 per assigned caseload. j) \$6,500 is one time funding to support SBHC operations, technical assistance and professional development activities related to the program priorities of youth-friendly services and the State Health Improvement Plan. k) \$62,817 (which is 2/3 of \$94,226 Year 1 Carryover available through August 31st, 2017) is for the period of March 1st -- June 30th, 2017 and should be spent by the end of State Fiscal Year 2017, 6/30/2017. (Balance of funds will be awarded in the State Fiscal Year 2018 to be spent by August 31, 2017) l) \$239 is additional funding for Title X Clinics			
6) Capital Outlay Requested in This Action: Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.			
PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV

ATTACHMENT C

Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200

PE 27 Prescription Drug Overdose Prevention Grant SFY 17 - July 1 2016 - June 30, 2017								
Federal Award Identification Number(FAIN):	U17CE002751	2013-PM-BX-0002	2013-PM-BX-0002	U17CE002751	U17CE002751			
Federal Award Date:	8/31/2015	7/20/2015	7/20/2015	8/19/2016	8/19/2016			
Performance Period:	09/1/2015-08/31/2016	10/01/2013-09/30/2016	10/01/2013-09/30/2016	09/1/2016-08/31/2017	09/1/2016-08/31/2017			
Federal Awarding Agency:	Centers for Disease Control and Prevention	US Department of Justice-Office of Justice Programs	US Department of Justice-Office of Justice Programs	Centers for Disease Control and Prevention	Centers for Disease Control and Prevention			
CFDA Number:	93.136	16.754	16.754	93.136	93.136			
CFDA Name:	Injury Prevention and Control Research and State and Community based Programs	Harold Rogers Prescription Drug Monitoring	Harold Rogers Prescription Drug Monitoring	Injury Prevention and Control Research and State and Community based Programs	Injury Prevention and Control Research and State and Community based Programs			
Total Federal Award:	\$827,076	\$400,000	\$400,000	\$1,768,431	\$1,768,431			
Project Description:	Oregon Prescription Drug Overdose Prevention	Oregon Prescription Drug Monitoring Program Enhancement	Oregon Prescription Drug Monitoring Program Enhancement	Oregon Prescription Drug Overdose Prevention	Oregon Prescription Drug Overdose Prevention			
Awarding Official:	Shicann Phillips IBQ7@CDC.GOV	Wendy Williams Williamw@usdoj.gov	Wendy Williams Williamw@usdoj.gov	Shicann Phillips IBQ7@CDC.GOV	Shicann Phillips IBQ7@CDC.GOV			
Indirect Cost Rate:	17.45%	17.45%	17.45%	17.45%	17.45%			
Research And Development(Y/N):	N	N	N	N	N			
		PCA =	PCA=50089	PCA=50089	PCA=5265		PCA=52658	
Agency/Contractors Name	DUNS	Award Amount	May 2016 Amendment	September 2016 Amendment	Award Amount	Total Award	March 2017 Amendment	Total Award
CURRY	042631270	\$15,920			\$79,580	\$95,500	\$62,817	\$158,317

PE 41 Reproductive Health - FY17 (July 16 - June 17)				
Federal Award Identification Number(FAIN):	FPHPA106038	FPHPA106038	FPHPA106038	
Federal Award Date:	N/A	N/A	N/A	
Performance Period:	06/30/16-06/29/2017	06/30/16-06/29/2017	06/30/16-06/29/2017	
Federal Awarding Agency:	DHHS/PHS/PA	DHHS/PHS/PA	DHHS/PHS/PA	
CFDA Number:	93.217	93.217	93.217	
CFDA Name:	Family Plannning Services	Family Plannning Services	Family Plannning Services	
Total Federal Award:	N/A	N/A	N/A	
Project Description:	Oregon Reproductive Health Program	Oregon Reproductive Health Program	Oregon Reproductive Health Program	
Awarding Official:	Robin Fuller, robin.fuller@hhs.gov	Robin Fuller, robin.fuller@hhs.gov	Robin Fuller, robin.fuller@hhs.gov	
Indirect Cost Rate:	17.45%	17.45%	17.45%	
Research And Development(Y/N):	N	N	N	
	Index/PCA	50333/52637		
Agency/Contractors Name	DUNS	Initial Award	March Amend. - Add'l funding	Amended Total SFY 17 Award
CURRY	042631270	\$ 8,768.00	\$ 239.00	\$ 9,007.00

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Intergovernmental agreement with the City of Gold Beach to provide tourism administrative services to Curry County.**AGENDA DATE^a:** 05.03.2017 **DEPARTMENT:** Community Development **TIME****NEEDED:** 5 minutes^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Carolyn Johnson **PHONE/EXT:** 3228 **TODAY'S DATE:** 04.25.2017**BRIEF BACKGROUND OR NOTE^b:** Ongoing update of the Travel Curry Coast web site and point of contact and information gathering is needed for County tourism efforts. The attached staff report identifies a recommendation for the City of Gold Beach to enter into an IGA with the County to provide these services.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement

- (1)staff report
(2)agreement

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: Carolyn Johnson

☒ Send Printed Copy to:

Address:

☒ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: 05 /04 / 2017

Email: Jodi Fritts

<jfritts@goldbeachoregon.gov>

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Consent Calendar**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Intergovernmental Agreement to Provide Tourism Information Services**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☒ No ☐

Commissioner Sue Gold

Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐

Not applicable to Sheriff's Department since they do not have a liaison ☐



BOARD OF COMMISSIONERS AGENDA REPORT

Meeting Date: May 3, 2016

Prepared by: Carolyn Johnson, Community Development Director

Subject: Intergovernmental agreement with the City of Gold Beach to provide tourism administrative services to Curry County.

Recommendation: Authorize Agreement (Attachment A)

Background: Recent staffing changes have resulted in a work gap for the update of the Travel Curry Coast web site and point of County contact for County tourism efforts. Tourism is an important part of the Curry County economy fueled by accessible contacts and an informative and accessible tourism related web site.

Staff has purchased a County Oregon Coast Visitors Association (OCVA) membership economic development division funds to enable a link from the OCVA web site to the Travel Curry Coast website (<http://www.travelcurrycoast.com>). Heretofore the County has not been a member. The County's beauty and visitor offerings are well showcased in this extraordinary website. The link from the OCVA website is sure to be noticed by folks looking to travel along the beautiful Oregon coast. Given this anticipated new exposure, it is even more important for the Travel Curry Coast web site to be updated on a continual basis.

Summary: Recommended is an intergovernmental agreement (IGA) with the City of Gold Beach Visitors Center for required administrative duties to keep the Travel Curry Coast website updated and provide a one-on-one connection with the visitor and tourism community. The Community Development Director would manage the agreement. Gold Beach City staff are knowledgeable, professional and enthusiastic proponents of the Curry visitor experience. This agreement would be a good fit for the County all around.

Fiscal impact to the County budget: The annual cost for the Intergovernmental agreement would be \$9,600 a year and is available in the economic division's professional services fund.

Exhibit: Exhibit A – Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT FOR TOURISM SERVICES BETWEEN
THE COUNTY OF CURRY COUNTY AND THE CITY OF GOLD BEACH**

I. INTRODUCTION.

The Parties to this Intergovernmental Agreement are the City of Gold Beach, a municipal corporation of the State of Oregon, and Curry County, Oregon, a political subdivision of the State of Oregon.

This Agreement is entered into under authority of ORS 190.010 for the purpose of the City of Gold Beach providing professional tourism services for Curry County commencing May 8, 2017.

II. GENERAL PROVISIONS

A. Definitions as Used in this Agreement

"Board of Commissioners or Board" means the Curry County Board of Commissioners.

"City" means the City of Gold Beach.

"City Administrator" means the City of Gold Beach Administrator.

"City Tourism staff" means the Gold Beach City Administrator and her designees to manage the City of Gold Beach tourism efforts.

"County" means Curry County, a political subdivision of the State of Oregon.

"Community Development Director" means the Curry County Community Development Director.

B. Authority

The Board hereby designates the Community Development Director to administer this agreement. The Community Development Director shall have the authority to confer and direct City Tourism staff through the City Administrator on County related tourism efforts.

III. TOURISM SERVICES TO BE PROVIDED BY THE CITY

A. City Tourism Staff interface with the public, businesses and government agencies regarding Curry County tourism efforts. This will include acceptance and follow through on phone calls, letters, e-mails and in-person inquiries at the Gold Beach Visitors Center located at 94080 Shirley Ln, Gold Beach, OR 97444.

B. Ongoing update of the Curry County Travel Curry Coast web site upon administrative access authorization by the Community Development Director. This will include expansion of linkage to other local tourism related web site, addition of current events and removal of information on past events.

C. Representation of the County at tourism conferences and trade shows; this includes interface with Travel Oregon and other regional and local tourism agencies committed to tourist related services.

///

IV. COMPENSATION.

The City agrees to perform work as described in Section III of this agreement for an annual amount not to exceed \$9,600.

V. BILLING.

By the first of each month, the City shall submit an invoice for the prior month's work to the Community Development Director and a copy of same to the County Finance Department/Accounts payable. Upon authorization by the Community Development Director, the County Finance Department shall pay invoices within 30 days of receipt. Each invoice shall specify the number of hours and list of work accomplished in each billing period.

VI. APPLICABLE LAWS.

This agreement is executed in the State of Oregon and is subject to Oregon law and the jurisdiction of State of Oregon Circuit Court for Curry County.

VII. OTHER PROVISIONS

A. City Staff Employment Status While Serving the County.

1. City Tourism Staff serving the County shall not be considered an employee of the County for purposes of compensation, benefits or other personnel related matters.

2. While any member of the City Tourism Staff is serving the County that person shall be covered by the City's liability insurance and Worker's Compensation insurance.

B. Files and Records.

The County will provide the City copies of all material pertinent to be used in the execution of the work specified in Section III.

VIII. TERM AND TERMINATION

A. Term

1. This agreement shall commence on May 8, 2017 and may be terminated by either party (the City or the County) under the following procedure:

a. the party requesting termination shall notify the other party in writing of its intention 30 days prior to termination; and

b. upon termination of the agreement by either party, the City shall return all files, records and related correspondence to the County.

VIX. MODIFICATION

No modification of this Agreement shall be valid unless in writing and signed by the parties.

If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if the invalid provision had never been included in the Agreement

///

[Signature page to follow]

IN WITNESS WHEREOF, this Intergovernmental Agreement between the City of Gold Beach and Curry County is signed and executed this 3rd day of May, 2017.

Jodi Fritts
Gold Beach City Administrator

_____/_____/_____
Date

Thomas Huxley, Chair

_____/_____/_____
Date

Sue Gold, Vice Chair

_____/_____/_____
Date

Court Boice, Commissioner

_____/_____/_____
Date

Approved as to form:

John HuttI
Curry County Counsel

Date

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Payroll Distribution change for Sheriff John Ward**AGENDA DATE^a:** 5/3/17 **DEPARTMENT:** Finance/P/R **TIME NEEDED:** 10 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Julie Swift **PHONE/EXT:** 3233 **TODAY'S DATE:** 4/26/17**BRIEF BACKGROUND OR NOTE^b:** Sheriff Ward salary was budgeted to include PERS contribution of \$1148 per month. He retired from PERS effective 1/1/17, so he does not receive that portion of his compensation package. He requests an equitable transfer of that allocated budget item from PERS to his salary retroactive to January 2017 and going forward as Sheriff. This action would not change the base salary of the Sheriff for any future person in this position. This would also not change the budget.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Order

- (1)Order
(2)Master Payroll

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☒ No ☐
(If Yes, brief detail) Sheriff's Office
3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

- ☐ File with County Clerk
☐ Send Printed Copy to:
☐ Email a Digital Copy to:
☐ Other

Name:

Address:

City/State/Zip:

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☒ No ☐ N/A ☐
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Consent Calendar**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Changes expense from PERS to wages.**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Thomas Huxley Yes ☒ No ☐
Commissioner Sue Gold Yes ☐ No ☐

Commissioner Court Boice

Yes ☐ No ☐

Not applicable to Sheriff's Department since they do not have a liaison ☐

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF
PAYROLL DISTRIBUTION CHANGE
FOR SHERIFF JOHN WARD**

)
)
)

ORDER:_____

WHEREAS, the adopted 2016-2017 budget included PERS County Contributions for Sheriff Ward; and

WHEREAS, Sheriff Ward retired from PERS effective January 1, 2017, and contributions ceased at that time; and

WHEREAS, Sheriff Ward requests an equitable adjustment to payroll distribution to transfer the monies allocated to PERS to his monthly wage; and

WHEREAS, this will not apply to the base salary as approved by the Budget Committee for any future Sheriff, unless by specific order of the Board of Commissioners.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

Contributions that would have otherwise been made to PERS in the amount of \$1148 per month be added to the wages of Sheriff John Ward retroactive to January 1, 2017.

DATED this____ day of May, 2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Reviewed as to Form:

Thomas Huxley, Chair

John Hutt
Curry County Legal Counsel

Sue Gold, Vice Chair

Court Boice, Commissioner

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF
SALARIES AND CLASSIFICATIONS
OF CURRY COUNTY PERSONNEL FOR
FISCAL YEAR 2016-2017**

)
)
)
)

ORDER: 20329

WHEREAS, annually, around July 1, the Board of Curry County Commissioners is required to adopt a Master Payroll Order; and

WHEREAS, the Board of Commissioners for Curry County, a political subdivision of the State of Oregon, did review said Budget Committee recommendations and find that the following pay and classification levels are appropriate.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. THAT:

- (a) The Curry County employees, as listed therein in Exhibit "A", attached hereto and by this reference made a part hereof, shall be classified and compensated, as described in Exhibit "A", effective July 1, 2016, and this shall continue until the Board of County Commissioners deems appropriate; and
- (b) The pay schedules as described herein in Exhibits "B", "C", "D" and "E" attached hereto and by this reference made a part hereof, shall be adopted by Curry County, effective July 1, 2016, and shall continue until such time as the Board of County Commissioners deems appropriate; and
- (c) Employees and Elected Officials shall continue to pay the employee 6% contribution to PERS as a pre-tax deduction; and
- (d) All Elected Officials' salaries shall remain the same as the salaries effective July 1, 2015; and
- (e) All non-represented employees shall not receive a cost of living increase effective July 1, 2016, or a step increase at anniversary; and
- (f) Employees represented by SEIU shall not receive a cost of living increase effective July 1, 2016, or a step increase at anniversary; and
- (g) Employees represented by Teamsters shall receive a cost of living increase in the amount of 1.1% effective July 1, 2016, and shall receive a full step increase on their anniversary, if eligible; and

- 2. THAT** the longevity pay for length of service shall be continued. Longevity pay is based upon the number of years of continuous service to the County. All

increases are based upon Step B for each salary range with a cap of two times the lowest base rate (Range 3, 37.5 hours); and

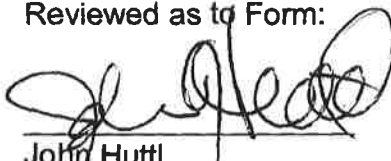
Page 2 of 2

3. **THAT** for the period of July 1, 2016, to June 30, 2017, Curry County shall contribute up to \$1000 per month per full time employee toward the purchase of medical, dental, and vision insurance for eligible SEIU and non-represented employees, and elected officials. The County shall continue to pay a portion of the cost of employee and dependent health insurance premium for those employees working half-time (.50 FTE) or more. This benefit will be paid on a pro-rata basis; and
4. **THAT** for the period of July 1, 2016, to December 31, 2016, Curry County shall contribute up to \$1200 per employee per month toward the purchase of medical/hospital, dental, and vision insurance for all Teamsters represented employees. Effective January 1, 2017, Curry County shall contribute up to \$1250 per employee per month toward the purchase of medical, dental and vision insurance for all Teamsters represented employees. The County shall continue to pay a portion of the cost of employee and dependent health insurance premium for those employees working half-time (.50 FTE) or more. This benefit will be paid on a pro-rata basis. Curry County shall contribute \$50 per employee per month to the HRA VEBA for all Teamsters represented employees.

DATED this 07 day of July, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Reviewed as to Form:


John Hutt
Curry County Legal Counsel


Thomas Huxley, Chair


Susan Brown, Vice Chair


David Brock Smith, Commissioner

**SALARIES OF ELECTED OFFICIALS
FISCAL YEAR 2016-17**

<u>POSITION</u>	<u>MONTHLY</u>	<u>ANNUAL</u>
County Commissioners	5,539.08	66,469.00
County Sheriff	6,313.00	75,760.00
County Assessor	5,228.83	62,746.00
County Clerk	5,174.83	62,098.00
County Treasurer	5,127.00	61,524.00
County Surveyor	49.22/hour	

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Amendment to Daywireless Tower Site Management Agreement**AGENDA DATE^a:** May 3rd, 2017 **DEPARTMENT:** Road **TIME NEEDED:** 4 Min.^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Doug Robbins **PHONE/EXT:** 3393 **TODAY'S DATE:** 4/24/2017**BRIEF BACKGROUND OR NOTE^b:** Amendment that revises the percentage of the use fee between the manager (Daywireless) and the Owner (Curry County); improves the County's share.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Agreement

(1)First Amendment to Site Management Agreement

(2)

Are there originals in route (paper copies with pre-existing signatures) Yes ☒ No ☐**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒

INSTRUCTIONS ONCE SIGNED:☐ No Additional Activity Required

OR

☒ File with County Clerk

Name: Bethany Davidson

☒ Send Printed Copy to:Address: Day Wireless Systems
4700 SE International Way☐ Email a Digital Copy to:

City/State/Zip: Milwaukie, OR 97222

☒ Other Email to Road Dept.

Phone: 503-659-1240

Due date to send: 05 /05 / 2017

Email:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☒ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:
3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒
4. If hire order requires an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒

PART IV – COUNTY COUNSEL REVIEW**AGENDA ASSIGNMENT TYPE:** Consent Calendar**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐
(If Yes, brief detail) Amends fee percentage to service agreement with Day Wireless**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>

Not applicable to Sheriff's Department since they do not have a liaison ☐

FIRST AMENDMENT TO SITE MANAGEMENT AGREEMENT

This First Amendment to Site Management Agreement ("Amendment"), dated as of the latter of the signature dates below, is by and between Curry County, a political subdivision of the State of Oregon ("Owner") and Day Management Corporation dba Day Wireless Systems ("Manager").

WHEREAS, Owner and Manager entered into a Site Management Agreement ("Agreement") dated February 22, 2011 whereby Manager provides management of communications facilities and equipment shelters belonging to Owner; and

WHEREAS, Owner and Manager desire to revise the Term of the Agreement;

WHEREAS, Owner and Manager desire to adjust the User Fee revenue share;

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Manager agree as follows:

1. **Term.** The second sentence of **Section 1. Term** is hereby deleted and replaced with the following:

"This Agreement shall automatically renew and extend for two (2) periods of five (5) years each, unless either party executes their right to terminate this Agreement."

2. **Payment. Section 4. Payment** is valid through February 28, 2017. Effective March 1, 2017 it is hereby deleted in its entirety and replaced with the following:

"Third party communications equipment and associated accessories placed on or in the Premises shall be subject to a Use Fee amount set by Manager, with thirty percent (30%) of the Use Fee being paid to Manager and seventy (70%) of the Use Fee being paid to Owner. Manager shall collect all Fees and send Owner's portion on a quarterly arrears basis. Manager shall submit a spreadsheet with each payment detailing the Fees received.

Owner will not be liable to Manager for any lost revenue from uncollected User Fees. It is understood that Manager will send to Owner the Owner's share of any collected fees as described above, and that no portion of any uncollected fee amounts will be paid from Manager to Owner."

3. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this Amendment, the terms of this Amendment shall control. Except as expressly set forth in this Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Amendment.
4. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused this Amendment to be effective as of the last date written below.

OWNER:

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair: _____ Date: _____

Sue Gold, Vice Chair: _____ Date: _____

Court Boice, Commissioner: _____ Date: _____

MANAGER:

**DAY MANAGEMENT CORPORATION
DBA DAY WIRELESS SYSTEMS**

By: _____ Date: _____

Its: _____

Approved as to Form:

John Huttli,
Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 01-13-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Ordinance Establishing Office and Authority of County Administrator**AGENDA DATE^a:** 05/03/2017 **DEPARTMENT:** BOC **TIME NEEDED:** 15min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** J Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 04/26/2017**BRIEF BACKGROUND OR NOTE^b:** At its work session in March, the Board indicated that the draft ordinance was sufficient, but that the job description should conform more closely with the ordinance. Staff was instructed to review job descriptions in several other counties, and staff has done so. In staff's opinion, that review confirms that the job description -- made to conform more closely to the county's draft ordinance -- meets or exceeds the industry standards for such job descriptions.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Discussion/Decision

(1)Ordinance; allows hiring interim County Administrator until vacancy filled

(2)Job description

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved?

Yes ☐ No ☒

(If Yes, brief detail)

2. Does this agenda item impact any other County department?

Yes ☐ No ☒

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk?

Yes ☐ No ☐ N/A ☒**INSTRUCTIONS ONCE SIGNED:**☐ No Additional Activity Required

OR

☒ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐

(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses

Yes ☐ No ☐

Comment:

2. Confirmed Submitting Department's personnel-related materials

Yes ☐ No ☐ N/A ☐

Comment:

3. If job description, Salary Committee reviewed:

Yes ☐ No ☒ N/A ☐

4. If hire order requires an UA, is it approved?

Yes ☐ No ☐ Pending ☐ N/A ☐**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Old Business**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?Yes ☒ No ☐

(If Yes, brief detail) Creates new position with new duties; modifies Board duties

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Thomas Huxley Yes ☒ No ☐Commissioner Sue Gold Yes ☐ No ☐Commissioner Court Boice Yes ☐ No ☐

Not applicable to Sheriff's Department since they do not have a liaison ☐

County Administrator.

X.XXXX Position of County Administrator Created

(1) The Position of County Administrator is created. The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.

(2) The Board of County Commissioners hereby delegates to the County Administrator broad authority to perform his or her job functions. The County Administrator is responsible to the Board for the manner of his or her administration. The Board reserves to itself all of its legislative and judicial or quasi-judicial authority, unless expressly delegated. This Ordinance is to be interpreted as a broad delegation to the County Administrator of Board of Commissioner authority, unless non-delegable or expressly reserved to the Board.

- (a) Any additional delegation of the authority from the Board to the County Administrator shall be by duly adopted order or ordinance.
- (b) Prior delegations by the Board of Commissioners to other Officers of the County shall remain in effect only where not inconsistent with this code. In the event of a potential conflict between a prior delegation and this Code, the County Administrator shall bring the matter to the attention of the Board.

X.XXXX Appointment of County Administrator

The County Administrator shall be appointed by and serve at the pleasure of the Board of County Commissioners. The relationship between the County and the County Administrator shall be as set forth in this Chapter and any employment agreement between the County and the County Administrator not inconsistent with this Chapter. The County Administrator shall be appointed for an indefinite term. The County Administrator is an at-will employee and may be removed at the pleasure of the Board, consistent with any applicable employment agreement.

X.XXXX Board Member Interaction with County Administrator, Employees

In the exercise of their authority as members of the governing body of the County, Board members may individually, or as a group in a public meeting, discuss fully and freely with the County Administrator any matter pertaining to County affairs or the interests of the County. Board members may not direct any County employee, other than the County Administrator or County Counsel, in the performance of their duties. Any direction to the Administrator or Counsel shall be by majority vote of the Board.

X.XXXX Qualifications, Residence, Salary

The County Administrator shall be appointed by the Board of County Commissioners solely on the basis of his or her executive and administrative qualifications and experience and need not be a resident of the County or the State prior to his or her appointment. Within 30 days after the time of his or her appointment the County Administrator shall reside outside the County only by express permission of the Board. He or she shall receive a salary fixed by the Board commensurate with his or her experience and the responsibilities of the office.

X.XXXXX Powers and Duties of County Administrator

(1) The County Administrator shall be responsible to the Board of County Commissioners for the administration and management of the County and shall have control and supervision of all County

administrative departments, divisions and offices, subject to his or her jurisdiction, except County Counsel, or as otherwise provided by law.

(2) The County Administrator shall be responsible to the Board for the following functions.

(a) Coordinating the activities of all other County Elected Departments, devising ways and means whereby efficiency and economy may be secured in the operation of all offices and departments. County Administrator shall exercise no authority over the actions of elected County officials while they are performing the duties of their offices.

(b) Directing of the activities of all other County Appointed Administrative Departments. Select, appoint, supervise, discipline or dismiss all County Administration staff and all employees. County Administrator has no such power over County Counsel or an elected County officer.

(i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors.

(ii) Preparation and administration of annual Department Director performance evaluations.

(iii) The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.

(iv) Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.

(v) Adjusting of salaries of the County Counsel in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.

(c) Acting as the County Budget Officer responsible for the preparation and recommendation of the annual budget and compensation plan. Administer the provisions of the budget as adopted by the Board.

(d) Preparing and administering a management and employee compensation and benefits plan.

(e) Planning, directing and evaluation of the development of internal management systems and procedures.

(f) Preparing administrative regulations and policies to carry out the efficient operation of the County.

(g) Enforcing ordinances, orders, rules, regulations, procedures and policies adopted by the Board and manager.

(h) Preparing and submitting an annual report on the status of County operations; and other reports upon request of the Board.

(i) Performing community relations functions, to include internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

(j) Preparing and managing Board agenda and performing clerk of the Board meeting functions and providing other staff support for the Board.

(k) Providing intergovernmental relations staff functions for the Board.

(l) Overseeing Economic Development functions.

(m) Executing and enforcing and administering all contracts and grants as per Board Order or Ordinance.

(n) Attending all Board meetings and keep the Board informed of pertinent matters related to the administration and management of the County.

(o) Administering the risk management program for the County and its service districts.

(p) Directing the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

(q) Other duties as assigned by majority vote or Board Order.

X.XXXX Sub-Delegation of Authority by County Administrator

The County Administrator may sub-delegate any authority granted by this Chapter to County department heads or other County or district staff, in a manner consistent with the provisions of the County Code. Notwithstanding such delegation, the County Administrator shall be responsible for execution of all matters delegated.

X.XXXXX Temporary Absence or Disability

The County Administrator may designate an administrative officer of the County to exercise and perform his or her powers and duties conferred by the Chapter during his or her temporary absence or disability, until further order of the Board.

X.XXXXX Permanent Vacancy; Acting County Administrator

When a permanent vacancy occurs in the Office of County Administrator, the Board of County Commissioners shall designate an Acting County Administrator until such time as a County Administrator is appointed. The Acting County Administrator shall have all powers and duties conferred by this Chapter on the County Administrator, except the Acting County Administrator shall have no power to terminate an employee except by order of the Board. The Acting County Administrator may not serve for a period of longer than one year.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: County Administrator

EXEMPT: Yes

SALARY LEVEL: TBD

SUPERVISOR: Board of Commissioners

PREPARED BY:

May 2017

POSITION SUMMARY:

The County Administrator is the Chief Administrative Officer of Curry County and is responsible to the Board of Commissioners. The County Administrator executes all management and administrative tasks of the Board of Commissioners and shall have control and supervision of all County administrative departments, divisions and offices except the department of County Counsel or as otherwise provided by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Comprehensive Administration

- 1) Formulates, implements and enforces ordinances, orders, rules, regulations, procedures and policies adopted by the Board and County Administrator.

Service to the Board of Commissioners

- 2) Attends all Board meetings and keeps the Board informed of pertinent matters related to the administration and management of the County.
- 3) Prepares short and long term plans, an annual report and any other report requested by the Board related to County operations.
- 4) Prepares and manages Board agenda and Board meeting functions and provides other staff support for the Board.
- 5) Provides intergovernmental relations staff functions for the Board.
- 6) Other duties as assigned by majority vote or Board Order.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Administration of County Departments

- 7) Coordinates the activities of all other Elected Departments, devising ways and means whereby efficiency and economy may be secured in the operation of all offices and departments. However, the County Administrator shall exercise no authority over the actions of elected County officials.
- 8) Plans, directs and evaluates and modifies as needed internal management systems and procedures.
- 9) Prepares administrative regulations and policies to carry out the efficient operation of the County.

Personnel Management

- 10) Directs the activities of all County Appointed Administrative Departments. Selects, appoints, supervises, disciplines or dismisses County staff. However the County Administrator has no such power over County Counsel or an elected County officer. These personnel duties include:
 - (i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors. Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.
 - (ii) Preparation and administration of annual Department Director performance evaluations.
 - (iii) Setting and adjusting salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.
 - (iv) Adjusting of salary of the County Counsel in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.
 - (v) Acting as the County Personnel Officer, directs and manages employee relations and labor relations matters.

Finance Management

- 11) Acts as the County Budget Officer responsible for the preparation and recommendation of the annual budget and compensation plan.
- 12) Administers the budget as adopted by the Board.
- 13) Oversees the management of the County Budget.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 3

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

- 14) Prepares and administers the management and employee compensation and benefits plan.

Community Liaison

- 15) Performs community relations functions that includes internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

Management of Specialized Functions

- 16) Economic Development - Oversees County economic development functions.
- 17) Contracts and Grants – Executes and administers all contracts and grants as per Board Order or Ordinance.
- 18) Risk Management - Administers the risk management program for the County.
- 19) Property Management - Directs the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

QUALIFICATION REQUIREMENTS

Considerable Knowledge and skill in:

- Principles, methods and techniques of public policy and decision making.
- Budget preparation and administration.
- Personnel Management.
- Collaborative and participatory individual and group management techniques.
- Government funding sources and financing methodology and management.
- Labor relations and collective bargaining procedures and practices.
- Mediation, negotiation and public relations.
- Contract preparation and management.
- Succinct but thorough verbal and written communication.
- Supervising, training and evaluating staff.
- Computers and software applications.

Ability to:

- Speak comfortably in public and address complex topics in an understandable and efficient manner.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 4

Ability to: (cont.)

- Function professionally, promptly and with good judgment under pressure or in confrontational situations.
- Establish and maintain positive and effective relationships with elected officials, subordinates, other agencies, the public consultants, businesses, the public and the media.
- Maintain confidentiality
- Think and develop creative solutions within the context of County regulations and procedures.

REQUIRED EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Economics, Business Administration, Public Administration or relevant field from an accredited college or university; a Master's degree is preferred. A minimum of ten years of progressively responsible experience in public or business administration or management is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Visual/hearing ability sufficient to comprehend written/verbal communications; ordinary ambulatory ability to move to various locations; hand-arm-arm- coordination to operate a computer keyboard; ability to lift up to 30 pound occasionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Work is performed in an office environment.

Work is generally sedentary and requires hearing voice conversation and keyboarding.

Overnight travel may be required.

Must be able to drive sometimes at night and in adverse weather conditions.

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**AGENDA ITEM TITLE:** Air Service Proposals - Crescent City, CA**AGENDA DATE^a:** 05-3-17 **DEPARTMENT:** Commissioner **TIME NEEDED:** 5 min^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)**CONTACT PERSON:** Tom Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 4-26-2017**BRIEF BACKGROUND OR NOTE^b:** These air services proposals and Enplanement/Deplanement data are for Information Puropes only.^bIndicate if more than one copy to be signed**FILES ATTACHED:****SUBMISSION TYPE:** Memorandum

(1)Boutique Air EAS Proposal - Crescent City, CA 2017

(2)PenAir EAS Proposal - Crescent City, CA 2017

(3) Enplanement/Deplanement data - Skywest/PenAir & Boutique Ai

(4) Cover Letter/Summary Memorandum

Are there originals in route (paper copies with pre-existing signatures) Yes ☐ No ☒**QUESTIONS:**1. Would this item be a departure from the Annual Budget if approved? Yes ☐ No ☒
(If Yes, brief detail)2. Does this agenda item impact any other County department? Yes ☐ No ☒
(If Yes, brief detail)3. If Land Transaction, filed with the clerk? Yes ☐ No ☐ N/A ☒**INSTRUCTIONS ONCE SIGNED:**☐ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART II – COUNTY CLERK REVIEW****EVALUATION CRITERIA:****CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes ☐ No ☐ N/A ☐
(If No, brief detail)**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**1. Confirmed Submitting Department's finance-related responses Yes ☐ No ☐
Comment:2. Confirmed Submitting Department's personnel-related materials Yes ☐ No ☐ N/A ☒
Comment:3. If job description, Salary Committee reviewed: Yes ☐ No ☐ N/A ☒4. If hire order requires an UA, is it approved? Yes ☐ No ☐ Pending ☐ N/A ☒**PART IV – COUNTY COUNSEL REVIEW****AGENDA ASSIGNMENT TYPE:** Presentations**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒
(If Yes, brief detail) Information only**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT****LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**Commissioner Susan Brown Yes ☐ No ☐Commissioner Thomas Huxley Yes ☒ No ☐Commissioner David Brock Smith Yes ☐ No ☐Not applicable to Sheriff's Department since they do not have a liaison ☐

Essential Air Service Proposal



Crescent City, CA

DOT-OST-1997-2649

March 22nd, 2017



About Boutique Air

Our Story

Headquartered in San Francisco, California, Boutique Air has been in operation since 2007. We began by flying fire surveillance missions for the U.S. Forestry Service and Bureau of Land Management. We evolved to provide air charter services across the west coast with our fleet of Pilatus and Cessna aircraft. As a charter operator we have received certifications from both industry-leading safety organizations, ARG/US and Wyvern. Boutique Air employs pilots that are highly experienced and hold the most advanced FAA ratings - a key reason for our continued perfect safety record.

In July of 2012, Boutique Air applied for commuter operating authority from the Department of Transportation. We quickly passed tests on financial fitness and management competency, receiving authority for scheduled service in January of 2014. We began flying scheduled service between Los Angeles and Las Vegas in January of 2014.

We have worked to develop effective distribution channels. We have connections in place with all of the major Global Distribution Systems (GDSs), which travel agents use to access the market. You will find us on Worldspan and Galileo (Travelport), Sabre, and Amadeus. In addition, we are on the major Online Travel Agencies (OTAs), including Expedia, Travelocity, Priceline, Orbitz, CheapTickets, and CheapOAir.

EAS Contracts

On April 22, 2014 Boutique Air received its first EAS contract when the DOT selected the airline to provide service between Clovis and DFW. Since then, we have continued our track record of success and now serve 16 different EAS communities and operate out of 27 different airports. Continuing on a path of successful growth in the EAS market, Boutique Air will begin service to Massena, NY in April of this year.



What People Are Saying About Boutique Air

*Boutique Air PC-12, one of the **best turboprop aircraft** on the market!... Give them a try!!*

-Tarek A. via Yelp.com

*We also feel that the PC-12 aircraft bid by Boutique Air presents the **safest and most comfortable option for the traveling public.***

-Hon. Mayor David Lansford in Recommendation Letter
City of Clovis, NM

*Flew with Boutique from LA to Vegas and back and must say I was extremely surprised. From the ease of check-in, To the flight itself, **the whole process was great.** Price was competitive with any other airline out there. I plan on flying boutique for all my Vegas outings, and may even look into renting the whole plane for a group trip. Thanks Boutique!*

-Kevin J. via Yelp.com

*We find that Boutique Air is fit, willing and able to operate as a commuter air carrier, and **capable of providing reliable Essential Air Service...***

-Susan L. Kurland in Clovis EAS Award
Asst. Sec. for Aviation and International Affairs
US DOT

*Right now Boutique Air is a **very cool secret.***

-Examiner.com

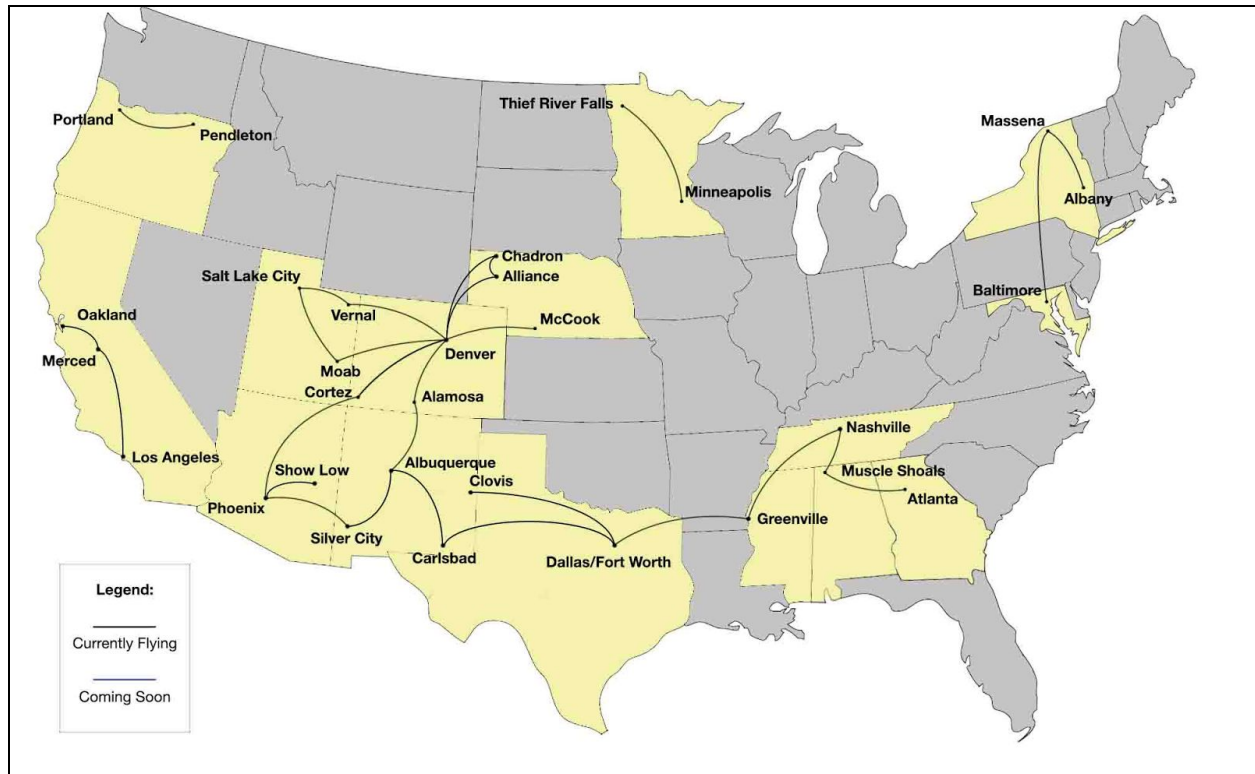
*Flew with Boutique Air from LA to Las Vegas round trip and it was a great experience. **Good service, on time departures, and a hassle free and nice way to travel in general.** A really nice pilot and copilot as well.*

-Patrick S. via Yelp.com

***Smooth flights and personable staff** are part of the experience...*

-Clovis News Journal

Route Map



Aircraft:

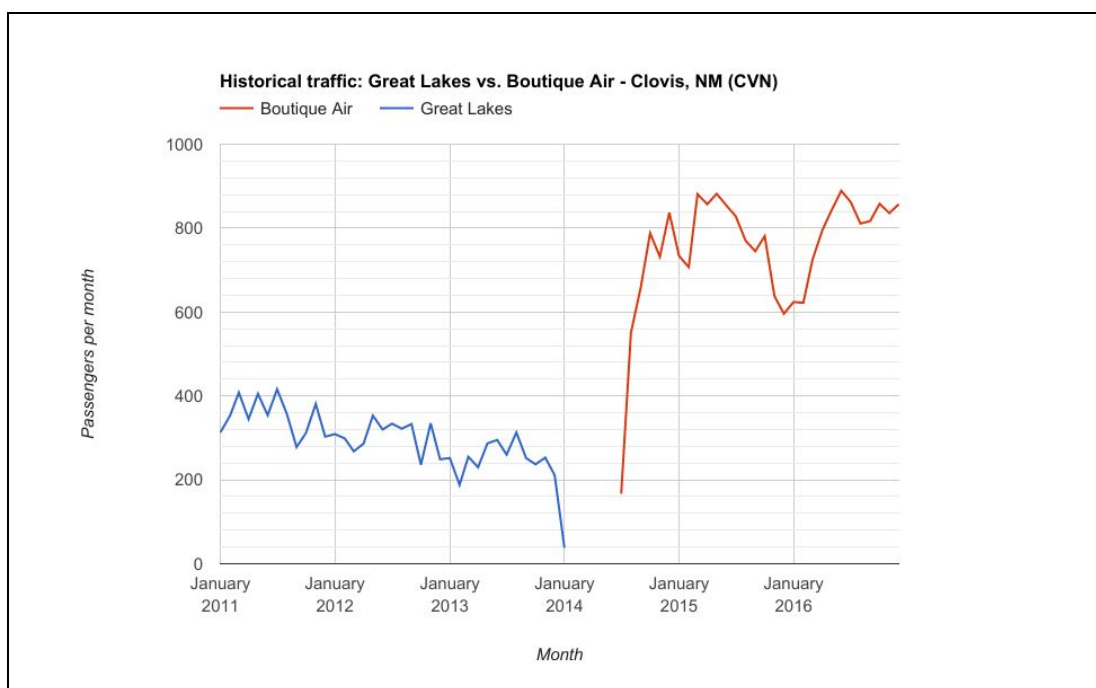
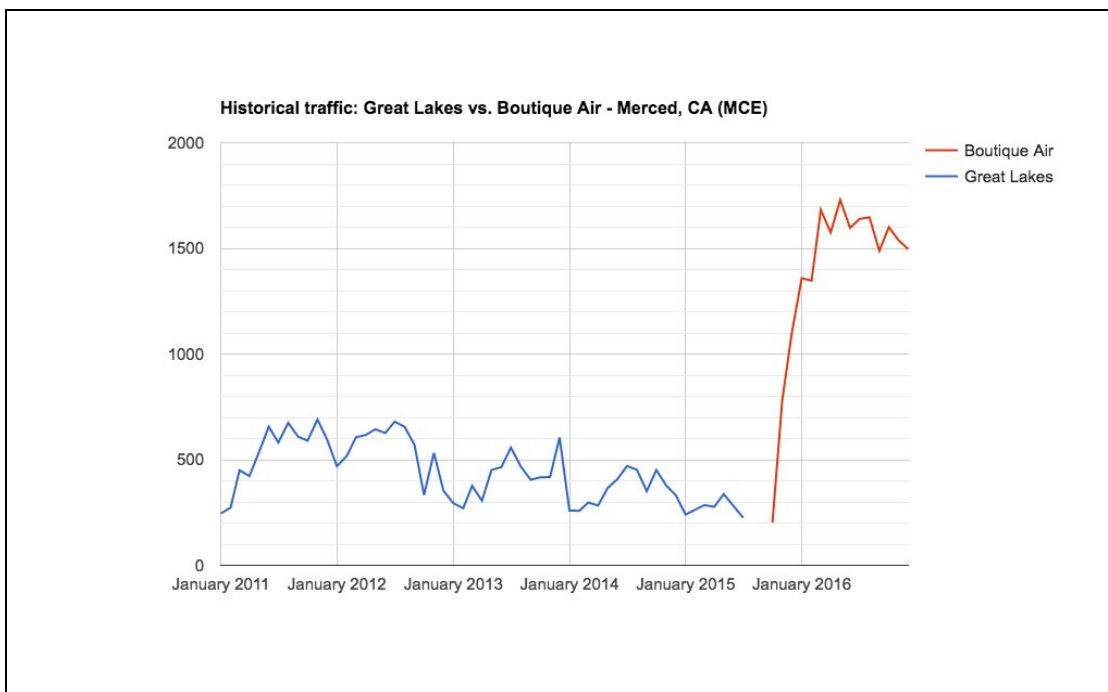
Boutique Air currently operates a modern fleet of Pilatus PC-12 and Beechcraft King Air 350 aircraft. All flights are flown by Captains with over 1,200 hours of flight experience and an instrument rating. While we are certified to fly single pilot we opt to fly with a two pilot crew. Boutique Air ensures pilots provide a level of customer service beyond that of normal commercial airlines.

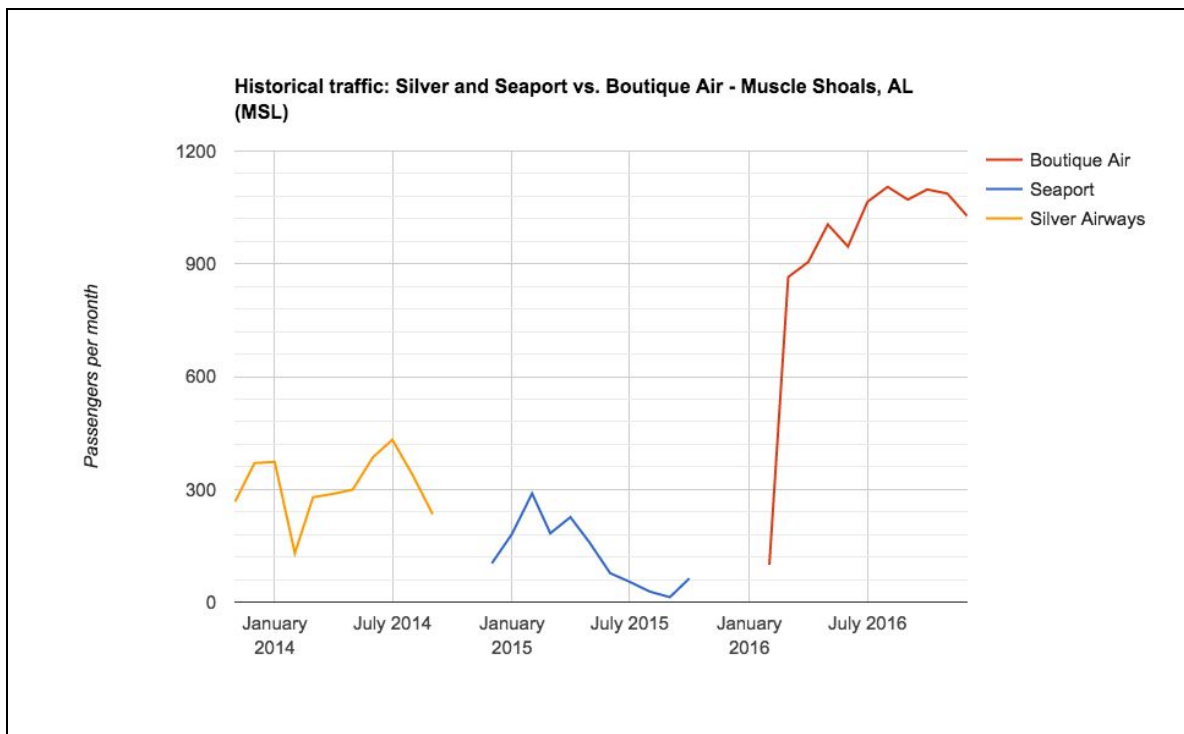
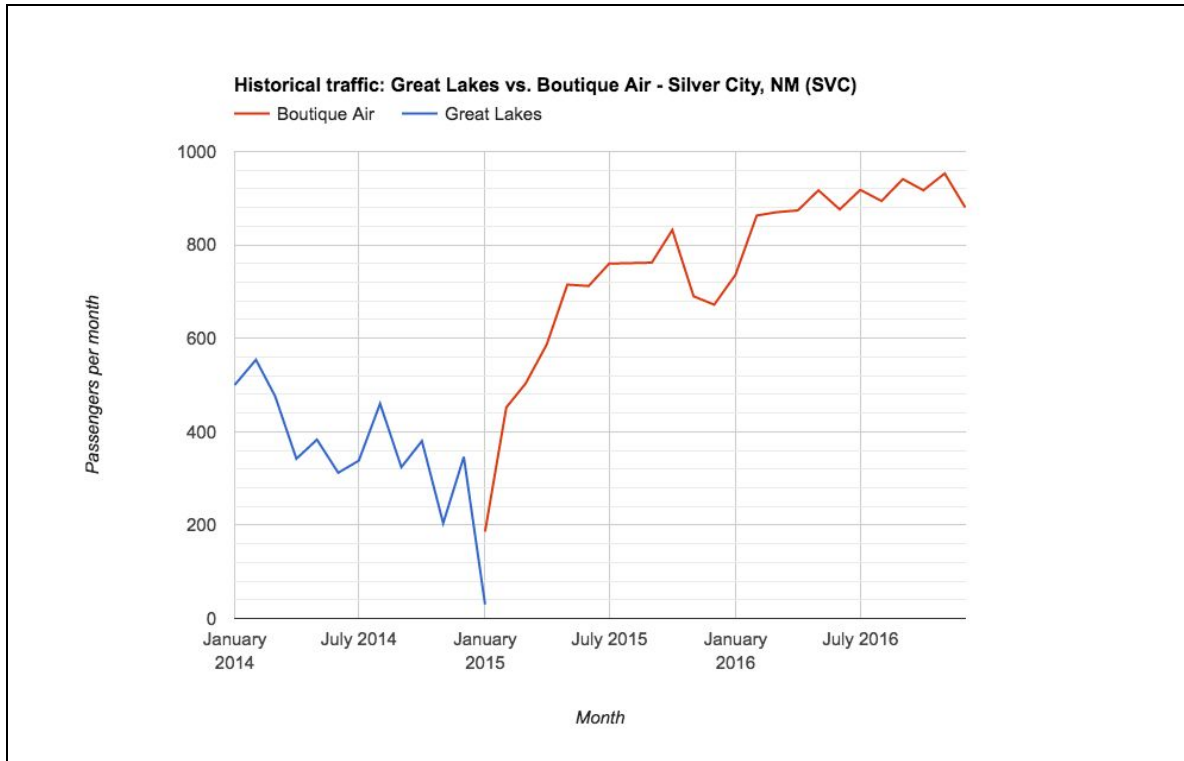
- 8 Passenger Executive Configuration or 9 Passenger Commuter Configuration
- Pressurized Cabin
- Power Outlets
- Enclosed Lavatory



Historical Passenger Traffic Performance

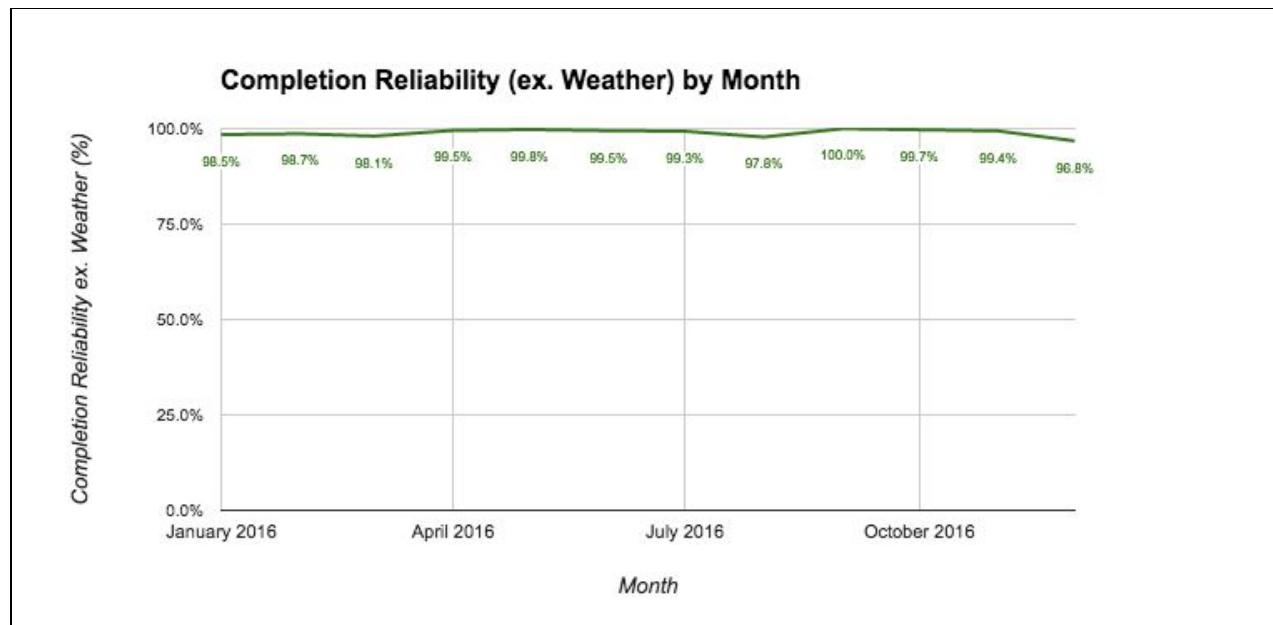
Boutique Air has established a proven track record in resuscitating air service in EAS communities which have been devastated by poor execution from prior carriers as illustrated by the passenger traffic graphs below.





Boutique Air Completion Reliability

Boutique Air also prides itself on its flight completion reliability. For the year ending December 2016, Boutique Air averaged a completion reliability of 98.9% across its network (*12 months T100 data ending Dec 2016*).



Proposal

Overview

Our proposals would be flown in eight or nine-seat, modern, pressurized Pilatus PC-12 and Beechcraft King Air 350 aircraft. The term is two years, with a four year option.

In order to increase brand recognition in the community, Boutique Air will spend at least \$20,000 per year if it is selected for advertising & marketing to help ensure that air service for the community is a success. We will utilize a combination of radio, print, billboard, TV, and internet advertising.

Note on Service Start Date

Boutique Air will begin service 60-90 days after the DOT issues the order selecting Boutique Air as the EAS carrier. Boutique air will start service as early as operationally possible.

Note on Interline Agreements

Boutique Air is in the process of implementing an interline agreement with one of the major airlines and expects it to be in place by early 2017.

Community Input

Shortly after the bids are complete, Boutique Air will schedule meetings with airport and/or city officials. This will allow us to answer any questions and provide additional information.

While we can't promise we will be able to implement everyone's suggestions, we welcome feedback from the community, as well as anyone who may have an interest in the proposed flights. What we can promise is that we will listen to your feedback, and give it the attention and consideration it deserves.

With respect and appreciation,

Shawn Simpson
CEO



Crescent City, CA

Option 1: 30 Weekly Nonstop Roundtrips CEC-PDX (5x Daily Nonstops)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,120	3,120
Completed Flights (98%)	3,058	3,058
Scheduled Block Hours	4,264	3,902
Scheduled Seats	24,960	28,080
Scheduled ASMs	6,888,960	7,750,080
Revenue		
Passengers	18,500	20,774
Average Fare	\$130	\$130
Fare Revenue	\$2,405,000	\$2,700,620
Total Revenue	\$2,405,000	\$2,700,620
Expenses		
Fuel	\$1,343,160	\$2,204,381
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$1,876,160	\$2,204,381
Crew	\$746,200	\$682,773
Airport Rent	\$218,356	\$218,356
Landing Fees	\$114,114	\$163,800
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$5,489,990	\$6,665,691
Profit Element	\$274,499	\$333,285
Margin	5.0%	5.0%
Total Subsidy Year 1	\$3,359,489	\$4,298,356
Total Subsidy Year 2	\$3,426,679	\$4,384,323
Total Subsidy Year 3	\$3,495,213	\$4,472,010
Total Subsidy Year 4	\$3,565,117	\$4,561,450



Crescent City, CA

Option 2: 36 Weekly Nonstop Roundtrips CEC-PDX (6x Daily Nonstops)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,744	3,744
Completed Flights (98%)	3,669	3,669
Scheduled Block Hours	5,117	4,682
Scheduled Seats	29,952	33,696
Scheduled ASMs	8,266,752	9,300,096
Revenue		
Passengers	22,200	24,928
Average Fare	\$130	\$130
Fare Revenue	\$2,886,000	\$3,240,640
Total Revenue	\$2,886,000	\$3,240,640
Expenses		
Fuel	\$1,611,792	\$2,645,258
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$2,251,392	\$2,645,258
Crew	\$895,440	\$819,328
Airport Rent	\$218,356	\$218,356
Landing Fees	\$136,937	\$196,560
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$6,305,916	\$7,716,759
Profit Element	\$315,296	\$385,838
Margin	5.0%	5.0%
Total Subsidy Year 1	\$3,735,212	\$4,861,956
Total Subsidy Year 2	\$3,809,917	\$4,959,195
Total Subsidy Year 3	\$3,886,115	\$5,058,379
Total Subsidy Year 4	\$3,963,837	\$5,159,547



Crescent City, CA

Option 3: 30 Weekly Nonstop Roundtrips CEC-OAK (5x Daily Nonstops)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,120	3,120
Completed Flights (98%)	3,058	3,058
Scheduled Block Hours	4,576	4,187
Scheduled Seats	24,960	28,080
Scheduled ASMs	7,512,960	8,452,080
Revenue		
Passengers	18,500	20,774
Average Fare	\$130	\$130
Fare Revenue	\$2,405,000	\$2,700,620
Total Revenue	\$2,405,000	\$2,700,620
Expenses		
Fuel	\$1,441,440	\$2,365,678
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$2,013,440	\$2,365,678
Crew	\$800,800	\$732,732
Airport Rent	\$170,356	\$170,356
Landing Fees	\$99,442	\$142,740
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$5,717,478	\$6,969,183
Profit Element	\$285,874	\$348,459
Margin	5.0%	5.0%
Total Subsidy Year 1	\$3,598,352	\$4,617,022
Total Subsidy Year 2	\$3,670,319	\$4,709,362
Total Subsidy Year 3	\$3,743,725	\$4,803,550
Total Subsidy Year 4	\$3,818,600	\$4,899,621



Crescent City, CA

Option 4: 36 Weekly Nonstop Roundtrips CEC-OAK (6x Daily Nonstops)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,744	3,744
Completed Flights (98%)	3,669	3,669
Scheduled Block Hours	5,491	5,024
Scheduled Seats	29,952	33,696
Scheduled ASMs	9,015,552	10,142,496
Revenue		
Passengers	22,200	24,928
Average Fare	\$130	\$130
Fare Revenue	\$2,886,000	\$3,240,640
Total Revenue	\$2,886,000	\$3,240,640
Expenses		
Fuel	\$1,729,728	\$2,838,813
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$2,416,128	\$2,838,813
Crew	\$960,960	\$879,278
Airport Rent	\$170,356	\$170,356
Landing Fees	\$119,331	\$171,288
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$6,588,502	\$8,090,548
Profit Element	\$329,425	\$404,527
Margin	5.0%	5.0%
Total Subsidy Year 1	\$4,031,927	\$5,254,436
Total Subsidy Year 2	\$4,112,566	\$5,359,525
Total Subsidy Year 3	\$4,194,817	\$5,466,715
Total Subsidy Year 4	\$4,278,713	\$5,576,050



Crescent City, CA

Option 5: 30 Weekly Nonstop Roundtrips CEC - PDX/OAK (3/2 Rts Daily)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,120	3,120
Completed Flights (98%)	3,058	3,058
Scheduled Block Hours	4,420	4,044
Scheduled Seats	24,960	28,080
Scheduled ASMs	7,200,960	8,101,080
Revenue		
Passengers	18,500	20,774
Average Fare	\$130	\$130
Fare Revenue	\$2,405,000	\$2,700,620
Total Revenue	\$2,405,000	\$2,700,620
Expenses		
Fuel	\$1,392,300	\$2,285,030
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$1,944,800	\$2,285,030
Crew	\$773,500	\$707,753
Airport Rent	\$194,356	\$194,356
Landing Fees	\$106,778	\$153,270
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$5,603,734	\$6,817,437
Profit Element	\$280,187	\$340,872
Margin	5.0%	5.0%
Total Subsidy Year 1	\$3,478,920	\$4,457,689
Total Subsidy Year 2	\$3,548,498	\$4,546,843
Total Subsidy Year 3	\$3,619,468	\$4,637,780
Total Subsidy Year 4	\$3,691,858	\$4,730,535



Crescent City, CA

Option 6: 36 Weekly Nonstop Roundtrips CEC - PDX/OAK (3/3 Rts Daily)

Operations	<u>PC-12</u>	<u>King Air 350</u>
Scheduled Flights	3,744	3,744
Completed Flights (98%)	3,669	3,669
Scheduled Block Hours	5,304	4,853
Scheduled Seats	29,952	33,696
Scheduled ASMs	8,641,152	9,721,296
Revenue		
Passengers	22,200	24,928
Average Fare	\$130	\$130
Fare Revenue	\$2,886,000	\$3,240,640
Total Revenue	\$2,886,000	\$3,240,640
Expenses		
Fuel	\$1,670,760	\$2,742,035
Ownership	\$960,000	\$960,000
Maintenance and Reserves	\$2,333,760	\$2,742,035
Crew	\$928,200	\$849,303
Airport Rent	\$194,356	\$194,356
Landing Fees	\$128,134	\$183,924
Staff	\$156,000	\$156,000
Insurance	\$20,000	\$20,000
Marketing and Distribution	\$20,000	\$20,000
Other Indirect Costs	\$36,000	\$36,000
Total Costs	\$6,447,209	\$7,903,653
Profit Element	\$322,360	\$395,183
Margin	5.0%	5.0%
Total Subsidy Year 1	\$3,883,570	\$5,058,196
Total Subsidy Year 2	\$3,961,241	\$5,159,360
Total Subsidy Year 3	\$4,040,466	\$5,262,547
Total Subsidy Year 4	\$4,121,275	\$5,367,798

BEFORE THE
DEPARTMENT OF TRANSPORTATION
WASHINGTON, DC

Essential Air Service at)	
)	Docket DOT-OST-1997-2649
CRESCENT CITY, CALIFORNIA)	
)	

**PROPOSAL OF PENINSULA AIRWAYS, INC.
TO PROVIDE ESSENTIAL AIR SERVICE AT
CRESCENT CITY, CALIFORNIA**

Correspondence with regard to this document should be addressed to:

Scott Bloomquist, President
PENINSULA AIRWAYS, INC.
6100 Boeing Avenue
Anchorage, AK 99502

Robert E. Cohn
Patrick R. Rizzi
HOGAN LOVELLS US LLP
Columbia Square
555 Thirteenth Street, NW
Washington, DC 20004
202 637 4999/5659
robert.cohn@hoganlovells.com
patrick.rizzi@hoganlovells.com

Counsel for
Peninsula Airways, Inc.

March 22, 2017

BEFORE THE
DEPARTMENT OF TRANSPORTATION
WASHINGTON, DC

Essential Air Service at)	
)	Docket DOT-OST-1997-2649
CRESCENT CITY, CALIFORNIA)	
)	March 22, 2017

**PROPOSAL OF PENINSULA AIRWAYS, INC.
TO PROVIDE ESSENTIAL AIR SERVICE AT
CRESCENT CITY, CALIFORNIA**

Pursuant to DOT Order 2017-2-10 ("Order"), Peninsula Airways, Inc. ("PenAir") hereby submits its proposal to provide subsidized, year-round essential air service ("EAS") between Crescent City, California, and Portland, Oregon, for a period of two years, commencing on October 1, 2017.

PenAir is honored to be the incumbent air carrier for the past 1½ years providing EAS to Crescent City and the surrounding region. In addition to readily satisfying the requisite criteria set forth in the relevant Statute and the Order, PenAir's EAS proposal would offer superior benefits for passengers and businesses in the local community and its catchment area at a reasonable subsidy level.

I. BACKGROUND.

PenAir is an established airline with over 60 years of experience in providing reliable scheduled service, including EAS, to smaller communities. For many years, PenAir provided reliable and safe EAS for several communities in Alaska, where it is

based.¹ It currently provides EAS to the following nine small communities in five states: Presque Isle and Bar Harbor (seasonal), Maine; Plattsburgh, New York; Crescent City, California; Liberal and Dodge City, Kansas; Kearney, Scottsbluff, and North Platte, Nebraska.

II. PENAIR'S PROPOSAL OFFERS SIGNIFICANT CAPACITY AND WELL-TIMED SCHEDULES TO/FROM PORTLAND, A MAJOR HUB FOR ITS CODESHARE PARTNER ALASKA AIRLINES.

PenAir proposes to continue offering 14 weekly nonstop roundtrips between Crescent City ("CEC") and Portland ("PDX") on a schedule of 2 roundtrips per day. PenAir would operate this service year-round using pressurized, multi-engine Saab 340 aircraft with 30 passenger seats (in a comfortable 2-by-1 seating configuration), a two-pilot cockpit crew, a flight attendant, in-flight beverage/snack service, and an on-board lavatory. This service schedule will provide 420 weekly seats each way between Crescent City and Portland. As detailed in Exhibit PENAIR-1, PenAir's CEC-PDX service would require an annual subsidy of **\$3,244,293** for the first year and **\$3,392,728** for the second year.

Portland is a major destination, in and of itself, for Crescent City travelers and a gateway for connections to other destinations. In an Air Service Survey conducted in 2015, more survey respondents – by a sizeable margin – wanted nonstop service to Portland than any other city/hub.

¹ See, e.g., DOT Order 2009-5-4 (Akutan); DOT Orders 2004-6-20 and 2006-5-21 (Atka and Nikolski).

During the business week, PenAir plans to overnight an aircraft at Crescent City (as the current schedule does), thereby providing Crescent City passengers with an early morning departure to, and an evening arrival from, Portland. This schedule will enable CEC passengers to make same-day roundtrips to Portland.

PenAir's CEC schedule is also designed to facilitate convenient connections at PDX with Alaska Airlines flights to/from numerous other destinations in the United States, including Los Angeles, Dallas, Seattle, San Francisco, and Sacramento. Alaska Airlines is a PenAir codeshare partner, and Portland is one of its major hubs. Alaska Airlines has served Portland for over 35 years and currently operates, on average, about 124 daily departures there.² As a result, PenAir's service proposal offers Crescent City travelers not only convenient nonstop service to Portland, but also seamless, single check-in, single ticket, through-baggage, one-stop service to numerous destinations beyond PDX on Alaska Airlines. Moreover, PenAir participates in Alaska Airlines' frequent flyer program, so passengers on PenAir's Crescent City flights can earn miles in that popular program.

Notably, with PenAir's nonstop EAS to Portland and the community's strong support, CEC has experienced a significant rebound in passenger traffic. As reported in Appendix B of DOT Order 2017-2-10, CEC handled 11,315 passengers for the year ending 3Q 2015. PenAir began service at Crescent City on September 15, 2015, and, for the year ending 3Q 2016 (i.e., when PenAir was providing the EAS), the Crescent

² See <https://newsroom.alaskaair.com/network> (page updated in September 2016).

City service had 17,638 passengers. With its experience serving this route, its enhanced understanding of the Crescent City and Portland markets, and continued marketing efforts, PenAir believes that it can increase passenger traffic even more on the CEC-PDX route (as reflected in its detailed subsidy calculation, see Exhibit PENAIR-1).

III. PENAIR'S SUBSTANTIAL EXPERIENCE PROVIDING EAS AND ITS RELATIONSHIPS WITH OTHER AIRLINES WILL PROVIDE ADDITIONAL BENEFITS FOR PASSENGERS ON THE CEC-PDX ROUTE.

In selecting a carrier to provide subsidized essential air service, the Department considers five factors: (1) service reliability; (2) contractual and marketing arrangements with a larger carrier at the hub; (3) interline arrangements with a larger carrier at the hub; (4) community views; and (5) whether the carrier has included a plan in its proposal to market its service to the community, see 49 U.S.C. 41733(c)(1), as well as the relative subsidy requirements. See DOT Order 2014-11-18, at 3 n.4. PenAir satisfies each of these factors, and its proposal provides the Department, the communities, and the travelling public with substantial benefits at a reasonable subsidy level.

(1) Service Reliability and Experience. PenAir flew more than 385,000 passengers and more than 116.5 million revenue passenger miles in 2016. It is family-owned and has several hundred employees, the majority of whom have many years of service with the airline. PenAir has more than 60 years of operational experience in Alaska's harsh weather environment. It currently operates a fleet of 21 multi-engine

passenger and all-cargo Saab 340 and Saab 2000 aircraft, providing vital air service to 8 Alaska communities from Anchorage, as well as to 9 EAS communities in the continental United States.

PenAir is very familiar with the Department's EAS Program and the vital importance of providing safe, reliable, and convenient EAS to small communities. Indeed, as the Department knows, PenAir was the very first recipient of an EAS subsidy when the Program began decades ago.

Safety is PenAir's highest priority. PenAir was the first Part 135 U.S. air carrier to become a Part 121 air carrier. The FAA has awarded the Diamond Certificate of Excellence to PenAir for 16 consecutive years. PenAir's management, crews, mechanics, and dispatchers have relatively unparalleled experience with Saab 340 aircraft in safely and reliably operating from both small, remote airports without control towers (e.g., Dutch Harbor, Alaska; Presque Isle, Maine) and major hubs (e.g., Ted Stevens Anchorage International Airport; Boston Logan International Airport), over water (e.g., the Bering Sea; the Atlantic Ocean), and in all types of weather, including the harsh winter weather often encountered in Alaska and the Northeast United States. Moreover, PenAir now has nearly two years of experience operating in the Northern California-Oregon region and serving CEC and the Portland hub. This experience will continue to be of substantial value to PenAir, Crescent City, the local catchment area, and passengers traveling between CEC, a small airport on the Pacific Ocean, and PDX, a major hub.

As noted above, PenAir proposes operating its Saab 340 aircraft on this EAS route, an aircraft with which PenAir has more than 15 years of operational experience. The Saab 340 has been well-suited for the proposed route between Crescent City and Portland. It is a dependable, multi-engine aircraft with a two-pilot cockpit crew, seats for 30 passengers, a cargo capacity of 2,500 lbs., and a cruise speed of approximately 265 knots. Each passenger on the Saab 340 has an aisle and/or window seat (i.e., no “middle seats”). In addition, the Saab 340 aircraft has significant passenger amenities for this category of aircraft: lavatory facilities, a pressurized cabin, a flight attendant, and in-flight beverage/snack service.

(2) Contractual and Marketing Arrangements with a Larger Carrier at the Hub. As described above, Alaska Airlines – with its hub at PDX – is, and long has been, a codeshare partner with PenAir. With this relationship, PenAir will carry the AS designator code on its CEC–PDX flights. Passengers will benefit from single check-in, single-ticket, through-baggage air travel, making it easier for passengers traveling between Crescent City and the numerous nonstop destinations served by Alaska Airlines from its Portland hub. Such itineraries will continue to be available on Alaska Airlines’ website and certain major on-line travel booking sites. Seats for travel just between Crescent City and Portland could also be purchased via PenAir’s website, Alaska Airlines’ website or booking sites. Passengers on PenAir’s CEC–PDX flights would also be able to earn frequent flyer miles in Alaska Airlines’ frequent flyer program, which frequent flyer miles can then be redeemed at certain levels for free travel or

upgrades on flights offered not only by Alaska Airlines but also by Alaska's many other foreign and domestic partners.

(3) Interline arrangements with a Larger Carrier at the hub. In addition to its codeshare, interline, and frequent flyer relationships with Alaska Airlines, PenAir also has Electronic Interline Ticket Agreements with Delta Air Lines (and its regional carriers), United Air Lines (and its regional carriers), and American Airlines (and its regional carriers), and plans to have one with Virgin America in summer 2017. These arrangements also facilitate single-ticket, single check-in, and through-baggage for travelers.

(4) Community Views. PenAir would not presume to speak for the community, and understands that the Department will solicit the community's views as part of its decision-making process.

(5) Marketing Proposal for CEC-PDX. If selected for this EAS, PenAir will continue a number of local marketing efforts, in conjunction with the local communities, as part of an initiative to continue raising awareness and brand recognition about the CEC-PDX service. These local marketing efforts would include advertising in local print and radio/TV media, social networking avenues, community involvement, and donation engagement. These combined efforts of PenAir and the CEC community have proved successful, as evidenced by the significant rebound in CEC-PDX traffic (+6,323 passengers) year-over-year between the YE 3Q 2015 and YE 3Q 2016. And, PenAir has committed another \$20,000 to similar marketing efforts for the two-year period of the next EAS contract. See Exhibit PENAIR-1. In addition, PenAir will also continue to

leverage Alaska Airlines' large market presence in Portland to promote its nonstop Crescent City–Portland service. And, as explained above, these flights would be available for purchase through PenAir's and Alaska Airlines' websites, as well as certain on-line booking sites that consumers frequently use to assist in their travel planning.

IV. CONCLUSION.

PenAir's proposal to operate CEC–PDX service with 14 weekly frequencies fulfills the statutory prerequisites for EAS and offers superior benefits to passengers, businesses, and agencies in Crescent City and its catchment area. Accordingly, PenAir urges the Department to select it to continue providing essential air service for two years between Portland, Oregon, and Crescent City, California, at the subsidy levels presented herein, beginning on October 1, 2017.

Respectfully submitted



Robert E. Cohn
Patrick R. Rizzi
HOGAN LOVELLS US LLP

Counsel to Peninsula Airways, Inc.

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Proposal of Peninsula Airways, Inc., for EAS at Crescent City, California, has been served this March 22, 2017, upon each of the following addressees:

Kevin Schlemmer, USDOT
Kevin.Schlemmer@dot.gov

Michael Martin, USDOT
Michael.F.Martin@dot.gov

Essential Air Service Program
EAS@dot.gov

Matthew Leitner
Airport Director
Border Coast Airport Authority
mleitner@co.del-norte.ca.us

A handwritten signature in black ink, appearing to read "Pat R.", is located in the lower right quadrant of the page.

EXHIBIT PENAIR-1

Scheduled Flights R/T @ 98%	715.4
Scheduled Departures @ 98%	1430.8
Block Hours Per R/T	2.4
Total Scheduled Block Hours	1716.96
Passengers Enplaned	22000
Average O/W Fare	\$116.00
Annual Revenue	\$2,552,000.00

Cost Build-up from Unit Cost Rates

				Year 1	Year 2
<u>Cost Item</u>	<u>Cost Driver</u>	<u>Unit Cost Year 1</u>	<u>Unit Cost Year 2</u>	Annual Expense	Annual Expense
Ownership	Monthly	\$32,000.00	\$32,000.00	\$384,000.00	\$384,000.00
Maintenance	Blk Hrs	\$818.00	\$818.00	\$1,404,473.28	\$1,404,473.28
Pilots	Blk Hrs	\$388.00	\$407.40	\$666,180.48	\$699,489.50
FAs	Blk Hrs	\$66.50	\$69.83	\$114,177.84	\$119,886.73
Traffic Related Expenses	Passengers	\$47.59	\$49.26	\$1,047,019.88	\$1,083,665.57
Departure Related Expenses	Departure	\$459.51	\$485.93	\$657,474.04	\$695,268.64
Overhead Related Expenses	Departure	\$150.04	\$169.54	\$214,675.46	\$242,583.27
Insurance	Monthly	\$22,000.00	\$22,000.00	\$264,000.00	\$264,000.00
Fuel	Blk Hrs	\$383.98	\$383.98	\$659,277.54	\$659,278.30
Total Scheduled Completed Flight Operating Expenses				\$5,411,278.52	\$5,552,645.30
<u>Other Costs</u>					
CEC ARFF	Monthly	\$5,000		\$60,000.00	\$60,000.00
Hangar Expense	Monthly	\$3,250		\$39,000.00	\$39,000.00
Marketing	One Time	\$20,000		\$10,000.00	\$10,000.00
Total Non-Scheduled Flight Operating Expenses				\$109,000.00	\$109,000.00
Total Annual Expense				\$5,520,278.52	\$5,661,645.30
Margin @ 5%				\$276,013.93	\$283,082.27
TOTAL COSTS				\$5,796,292.45	\$5,944,727.57
ANNUAL REVENUE				\$2,552,000.00	\$2,552,000.00
TOTAL SUBSIDY				\$3,244,292.45	\$3,392,727.57

ENPLANEMENT/DEPLANEMENT DATA - 2015 CALENDAR YEAR

Skywest/PenAir		2015	Scheduled	Actual	Prior Yr	Sched vs Actual	Chg # Pass
Enplanements	Deplanements	% Inc (Dec)	Landings	Landings	Landings	Landings	Per Flight
January	752	725	-17.54%	61	60	82	-1
February	541	618	-35.05%	56	52	69	-4
March	688	782	-31.41%	59	54	77	-5
April	139	144	-87.82%	11	11	76	0
May	0					81	0
June	0					73	0
July	0					77	0
August	0					76	0
September	362	342	-70.78%	32	32	80	0
October	825	787	-28.69%	62	62	81	0
November	726	722	-33.39%	59	57	73	-2
December	785	803	-3.56%	60	58	47	-2
Totals	4818	4923		400	386	892	-14

ENPLANEMENT/DEPLANEMENT DATA - 2016
CALENDAR YEAR

PenAir			2016	Scheduled	Actual	Prior Yr	Sched vs Actual	Passengers
	Enplanements	Deplanements	% Inc (Dec)	Landings	Landings	Landings	Landings	Per Flight
January	714	653	-5.05%	62	60	60	-2	11.90
February	624	650	11.53%	58	58	52	0	10.76
March	769	771	11.77%	62	61	54	-1	12.61
April	699	725	0.00%	60	59	11	-1	11.85
May	651	671	0.00%	62	60	0	-2	10.85
June	706	737	0.00%	60	58	0	-2	12.17
July	906	839	0.00%	62	62	0	0	14.61
August	768	762	0.00%	62	60	0	-2	12.80
September	734	718	0.00%	60	58	32	-2	12.66
October	692	691	-16.12%	62	53	62	-9	13.06
November	621	625	-14.46%	60	59	57	-1	10.53
December	737	753	-6.11%	60	53	58	-7	13.91
Totals	8621	8595		730	701	386	-29	

ENPLANEMENT/DEPLANEMENT DATA - 2017
CALENDAR YEAR

PenAir	Enplanements	Deplanements	2016	Scheduled Landings	Actual Landings	Prior Yr Landings	Sched vs Actual Landings	Passengers Per Flight
			% Inc (Dec)					
January	569	530	-20.31%	62	55	60	-7	10.35
February	519	574	-16.83%	56	54	58	-2	9.61
March	537	583	-30.17%	62	61	61	-1	8.80
April	0	0	-100.00%	60	0	59	-60	#DIV/0!
May	0	0	-100.00%	62	0	60	-62	#DIV/0!
June	0	0	-100.00%	60	0	58	-60	#DIV/0!
July	0	0	-100.00%	62	0	62	-62	#DIV/0!
August	0	0	-100.00%	62	0	60	-62	#DIV/0!
September	0	0	-100.00%	60	0	58	-60	#DIV/0!
October	0	0	-100.00%	62	0	53	-62	#DIV/0!
November	0	0	-100.00%	60	0	59	-60	#DIV/0!
December	0	0	-100.00%	60	0	53	-60	#DIV/0!
Totals	1625	1687		728	170	701	-558	



**Curry County
Board of Commissioners**

Thomas Huxley, *Chair*

94235 Moore Street, Suite 122
Gold Beach, OR 97444
541-247-3213, 541-247-2718 Fax
800-243-1996 www.co.curry.or.us

April 26th, 2017

Subject: Air Service Proposals – Crescent City, California

The following two proposals and Enplanement/Deplanement data for calendar years 2015; 2016 and 2017 (first quarter) are for informational purposes only.

For further information, contact the Border Coast Regional Airport Authority (BCRAA) in Crescent City, CA at (707) 464-7288 or go to the website at flycrescentcity.com

To Summarize:

Peninsula Airways, Inc. (PenAir) proposes to continue offering 14 weekly nonstop roundtrips (two per day) between Crescent City ("CEC") and Portland ("PDX"). The proposed aircraft to operate this service is a multi-engine Saab 340 with 30 passenger seats.

Boutique Air proposes to offer (Option #5 of 6 recommended by Boutique Air) 30 weekly roundtrips consisting of 17 roundtrips to Portland ("PDX") and 13 roundtrips to Oakland ("OAK"). The proposed aircraft to operate this service is a single engine Pilatus with 8 passenger seats. A Beechcraft King Air 350 is also shown as an option (additional subsidy cost) in the proposal.

The proposed flight schedule is:

Sun – OAK 2, PDX 3
Mon – OAK 2, PDX 3
Tues – OAK 2, PDX 2
Wed – OAK 2, PDX 2
Thu – OAK 2, PDX 3
Fri – OAK 2, PDX 3
Sat – OAK 1, PDX 1

The Enplanement/Deplanement information follows with 2015 statistics for both Skywest & PenAir; 2016 data for PenAir and the first three months of data for PenAir.

Sincerely,

Thomas Huxley, Chair
Curry County Board of Commissioners