



Redmond Municipal Airport-Roberts Field  
2522 SE JESSE BUTLER CIRCLE, #17  
REDMOND, OR 97756  
541.504.3499  
FAX: 541.548.0591  
RDM@flyrdm.com  
www.flyrdm.com

## AIRPORT COMMITTEE

Thursday, May 14, 2020

5:30 PM

*Held Online Via GoToMeeting*

### COMMITTEE MEMBERS

Sean Neary  
*Chairman*

Kelly Coffelt  
*Vice Chair*

Daniel Bahlman  
*Member*

Rob Berg  
*Member*

Eric Sande  
*Member*

Phil Henderson  
*Member*

William Huff  
*Member*

Justin Livingston  
*Member*

Tim Moor  
*Member*

Adriauna  
Pendergrass  
*Youth Ex Officio*

Jay Patrick  
*Council Liaison*

George Endicott  
*Alternate Council  
Liaison*

### MEETING AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **ANNOUNCEMENTS**
- III. **COMMENTS FROM CITIZENS**
- IV. **APPROVAL OF MINUTES**
  - a) Committee Meeting Minutes February 2020- Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Airport Report
  - b) Construction Updates
  - c) Airline Industry Update (Trina Froehlich)
- VI. **OLD BUSINESS**
  - a) Terminal Area Plan Update
- VII. **NEW BUSINESS**
  - a) COVID-19
- VIII. **COMMITTEE MEMBER COMMENTS**
- IX. **ADJOURN**

Anyone needing accommodation to participate in the meeting must notify the City of Redmond ADA Coordinator at least 48 hours in advance of the meeting at 541-504-3036, [ada@ci.redmond.or.us](mailto:ada@ci.redmond.or.us) or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**JANUARY**

<i>Passengers</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
<b>August</b>	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
<b>September</b>	24,896	29,287	33,346	38,312	44,802	6,490	16.94%	13.77%
<b>October</b>	24,496	29,400	33,285	38,959	45,195	6,236	16.01%	14.28%
<b>November</b>	23,974	27,637	32,741	36,357	40,163	3,806	10.47%	13.61%
<b>December</b>	25,286	27,630	32,847	37,283	42,037	4,754	12.75%	13.48%
<b>January</b>	24,863	25,768	31,362	35,397	42,610	7,213	20.38%	14.36%
<b>February</b>	22,912	25,345	29,753	30,841				
<b>March</b>	25,313	29,671	33,456	39,640				
<b>April</b>	23,656	26,536	33,352	35,890				
<b>May</b>	7,379	29,137	35,338	38,528				
<b>June</b>	30,397	32,966	39,865	45,427				
<b>Enplanements</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>317,872</b>			
<b>Deplanements</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>313,893</b>			
<b>Total Passengers</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>631,765</b>			

**KEY METRICS**

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Jan 2020</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 17.13
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.19
<i>Operating Efficiency</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 17.10

**January**

<b>REVENUES (by Fiscal Year)</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 139,311	\$ 148,910	\$ 167,911	\$ 205,972	22.7%
Customer Facility Charge (Car Rental)	\$ 32,340	\$ 36,463	\$ 39,955	\$ 38,907	-2.6%
Landing Fees	\$ 81,743	\$ 106,201	\$ 139,043	\$ 162,421	16.8%
Fuel Flowage Fees	\$ 13,005	\$ 17,098	\$ 23,165	\$ 28,379	22.5%
Fuel (Gallons) Jet A	184,523	240,155	315,806	390,174	23.5%
Fuel (Gallons) Avgas 100LL	1,267	4,099	15,126	15,243	0.8%
Fuel Tank Fees	\$ 1,522	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 43,513	\$ 54,090	\$ 58,074	\$ 65,523	12.8%
Supplemental Security Fee	\$ 17,630	\$ 25,174	\$ 33,164	\$ 36,012	8.6%
Parking	\$ 209,486	\$ 279,968	\$ 379,589	\$ 384,952	1.4%
Rental Cars	\$ 55,417	\$ 60,899	\$ 92,839	\$ 107,377	15.7%
Rental Cars Lot Fees	\$ 6,200	\$ 6,578	\$ 6,700	\$ 6,817	1.7%
Concession Commissions	\$ 13,522	\$ 14,581	\$ 19,202	\$ 24,795	29.1%
General Aviation	\$ 30,737	\$ 31,646	\$ 32,125	\$ 39,830	24.0%
Forest Service Leases	\$ 52,030	\$ 70,470	\$ 89,199	\$ 89,975	0.9%
<b>Total Revenues for month:</b>	<b>\$ 696,454</b>	<b>\$ 852,077</b>	<b>\$ 1,080,966</b>	<b>\$ 1,190,960</b>	<b>10.2%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 395,232</b>	<b>\$ 421,147</b>	<b>\$ 510,785</b>	<b>\$ 728,479</b>	<b>42.6%</b>
<b>Cargo (Lbs)</b>	<b>151,168</b>	<b>260,398</b>	<b>228,609</b>	<b>243,259</b>	<b>6.4%</b>



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**FEBRUARY**

<i>Passengers</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
<b>August</b>	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
<b>September</b>	24,896	29,287	33,346	38,312	44,802	6,490	16.94%	13.77%
<b>October</b>	24,496	29,400	33,285	38,959	45,195	6,236	16.01%	14.28%
<b>November</b>	23,974	27,637	32,741	36,357	40,163	3,806	10.47%	13.61%
<b>December</b>	25,286	27,630	32,847	37,283	42,037	4,754	12.75%	13.48%
<b>January</b>	24,863	25,768	31,362	35,397	42,610	7,213	20.38%	14.36%
<b>February</b>	22,912	25,345	29,753	30,841	39,914	9,073	29.42%	15.86%
<b>March</b>	25,313	29,671	33,456	39,640				
<b>April</b>	23,656	26,536	33,352	35,890				
<b>May</b>	7,379	29,137	35,338	38,528				
<b>June</b>	30,397	32,966	39,865	45,427				
<b>Enplanements</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>357,786</b>			
<b>Deplanements</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>353,802</b>			
<b>Total Passengers</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>711,588</b>			

**KEY METRICS**

	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>Feb 2020</b>
<b>Revenue Per Enplanement</b>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 17.65
<b>Airline Cost Per Enplanement (CPE)</b>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.55
<b>Operating Efficiency</b>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 15.76

**February**

<b>REVENUES (by Fiscal Year)</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Chg</b>
<b>Passenger Facility Charge</b>	\$ 112,947	\$ 128,982	\$ 141,898	\$ 178,759	26.0%
<b>Customer Facility Charge (Car Rental)</b>	\$ 33,563	\$ 37,184	\$ 40,001	\$ 43,374	8.4%
<b>Landing Fees</b>	\$ 80,592	\$ 98,581	\$ 115,922	\$ 156,683	35.2%
<b>Fuel Flowage Fees</b>	\$ 13,553	\$ 16,521	\$ 20,558	\$ 28,538	38.8%
<b>Fuel (Gallons) Jet A</b>	189,789	230,698	287,494	383,689	33.5%
<b>Fuel (Gallons) Avgas 100LL</b>	3,822	5,318	6,196	23,996	287.3%
<b>Fuel Tank Fees</b>	\$ 1,548	\$ -	\$ -	\$ -	0.0%
<b>Space Usage Fees</b>	\$ 44,227	\$ 43,302	\$ 54,359	\$ 67,505	24.2%
<b>Supplemental Security Fee</b>	\$ 18,044	\$ 24,701	\$ 30,447	\$ 37,057	21.7%
<b>Parking</b>	\$ 225,972	\$ 246,544	\$ 384,236	\$ 382,715	-0.4%
<b>Rental Cars</b>	\$ 75,764	\$ 77,792	\$ 94,850	\$ 110,372	16.4%
<b>Rental Cars Lot Fees</b>	\$ 6,200	\$ 6,200	\$ 6,700	\$ 7,651	14.2%
<b>Concession Commissions</b>	\$ 13,154	\$ 13,960	\$ 18,399	\$ 24,875	35.2%
<b>General Aviation</b>	\$ 30,662	\$ 31,311	\$ 31,453	\$ 37,750	20.0%
<b>Forest Service Leases</b>	\$ 52,254	\$ 79,194	\$ 89,337	\$ 91,202	2.1%
<b>Total Revenues for month:</b>	\$ 708,481	\$ 804,273	\$ 1,028,161	\$ 1,166,481	13.5%
<b>Total Operating Cost for month:</b>	\$ 413,466	\$ 468,437	\$ 544,922	\$ 629,009	15.4%
<b>Cargo (Lbs)</b>	157,398	246,964	181,550	215,210	18.5%



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**MARCH**

<i>Passengers</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
<b>August</b>	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
<b>September</b>	24,896	29,287	33,346	38,312	44,802	6,490	16.94%	13.77%
<b>October</b>	24,496	29,400	33,285	38,959	45,195	6,236	16.01%	14.28%
<b>November</b>	23,974	27,637	32,741	36,357	40,163	3,806	10.47%	13.61%
<b>December</b>	25,286	27,630	32,847	37,283	42,037	4,754	12.75%	13.48%
<b>January</b>	24,863	25,768	31,362	35,397	42,610	7,213	20.38%	14.36%
<b>February</b>	22,912	25,345	29,753	30,841	39,914	9,073	29.42%	15.86%
<b>March</b>	25,313	29,671	33,456	39,640	19,482	(20,158)	-50.85%	8.27%
<b>April</b>	23,656	26,536	33,352	35,890				
<b>May</b>	7,379	29,137	35,338	38,528				
<b>June</b>	30,397	32,966	39,865	45,427				
<b>Enplanements</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>377,268</b>			
<b>Deplanements</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>376,116</b>			
<b>Total Passengers</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>753,384</b>			

**KEY METRICS**

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2020</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 24.33
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2020</i>
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 11.07
<i>Operating Efficiency</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2020</i>
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 28.21

**March**

<b>REVENUES (by Fiscal Year)</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 125,828	\$ 147,023	\$ 161,360	\$ 51,178	-68.3%
Customer Facility Charge (Car Rental)	\$ 38,753	\$ 43,270	\$ 46,686	\$ 25,530	-45.3%
Landing Fees	\$ 95,124	\$ 111,798	\$ 150,916	\$ 152,513	1.1%
Fuel Flowage Fees	\$ 15,419	\$ 21,717	\$ 25,767	\$ 24,455	-5.1%
Fuel (Gallons) Jet A	217,292	303,403	351,410	331,447	-5.7%
Fuel (Gallons) Avgas 100LL	2,975	6,842	16,696	17,914	7.3%
Fuel Tank Fees	\$ 1,787	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 49,522	\$ 58,216	\$ 64,424	\$ 43,616	-32.3%
Supplemental Security Fee	\$ 20,889	\$ 27,650	\$ 37,808	\$ 19,448	-48.6%
Parking	\$ 253,434	\$ 276,398	\$ 388,907	\$ 303,782	-21.9%
Rental Cars	\$ 78,965	\$ 96,854	\$ 70,224	\$ 98,539	40.3%
Rental Cars Lot Fees	\$ 6,200	\$ 6,200	\$ 7,884	\$ 7,937	0.7%
Concession Commissions	\$ 13,338	\$ 15,857	\$ 25,059	\$ 12,595	-49.7%
General Aviation	\$ 32,587	\$ 32,396	\$ 33,616	\$ 38,629	14.9%
Forest Service Leases	\$ 52,411	\$ 89,262	\$ 89,497	\$ 90,276	0.9%
<b>Total Revenues for month:</b>	<b>\$ 784,257</b>	<b>\$ 926,642</b>	<b>\$ 1,102,149</b>	<b>\$ 868,499</b>	<b>-21.2%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 538,449</b>	<b>\$ 576,197</b>	<b>\$ 621,077</b>	<b>\$ 549,521</b>	<b>-11.5%</b>
Cargo (Lbs)	210,427	275,349	229,273	259,615	13.2%



**Redmond Municipal Airport-Roberts Field**

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## **REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

### **Exhibit A**

#### MINUTES

**February 20, 2020**

Airport Event Conference Room, 2522 SE Jesse Butler Circle, Suite 17, Redmond, Oregon

**Committee Members Present:** Chair Sean Neary, Vice-Chair Kelly Coffelt, Daniel Bahlman, Justin Livingston, Tim Moor, Eric Sande (*absent: Rob Berg, Phil Henderson, William Huff*)

**Youth Ex Officio:** Auna Pendergrass

**City Staff:** Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Leif Anderson, *Contracts & Properties Manager*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** Jay Patrick

**Visitors:** Thomas Headley, *Century West Engineering*; Victor Walco, *Life Flight Network*

**Media:** None

*(Agenda items appear in discussion order. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)*

#### **I. CALL TO ORDER – ROLL CALL**

2019 Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:30 p.m., Thursday, February 20, 2020.

Ms. Prow called the roll and confirmed the absence of a quorum (4 of 9 members). 2019 Vice-Chair Neary arrived at 5:34 p.m., establishing a quorum (5 of 9 members). Mr. Livingston arrived at 5:47 p.m. after approval of the minutes and election of 2020 officers (6 of 9 members).

2019 Chair Sande expressed concern about the frequent lack of a quorum, stating it was important to have an engaged committee. He requested a copy of the attendance record and Ms. Prow agreed to forward her attendance log. He and Mr. Bass discussed reaching out to absent members regarding their interest in continuing to serve on this committee.

#### **II. ANNOUNCEMENTS**

None.

#### **III. COMMENTS FROM CITIZENS**

None.

#### **IV. ELECTION OF OFFICERS FOR 2020**

Mr. Moor nominated Mr. Neary to serve as Chair for 2020. Members voted unanimously (5/0/0) for Mr. Neary.

Mr. Moor nominated Mr. Coffelt to serve as Vice-Chair for 2020. Members voted unanimously (5/0/0) for Mr. Coffelt.

2019 Chair Sande passed control of the meeting to 2020 Chair Neary.

## V. APPROVAL OF MINUTES

**Motion 1** (5/0/0): Mr. Moor moved to approve the minutes of August 8, October 10, and December 19, 2019, as presented. Chair Neary seconded the motion which passed unanimously.

## VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

### A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for November and December 2019. He also shared statistics about passengers (over 1 million, January 2020), customer parking spaces (1,245), annual car rentals (over 100,000), and annual taxi/shuttle/transportation network company pickups (over 57,000). He discussed issues going to City Council, RFPs/RFQs (Requests for Proposals/Requests for Qualifications), and contracts.

**Air service update:** Chicago (June-November 2020), Los Angeles (2 additional flights), Salt Lake City (additional flight), San Diego direct (started January 7), San Francisco (additional flight starting in March), and Seattle (additional flight).

### B. Construction Updates

Mr. Bass provided progress reports on the following projects:

1. **SRE (Snow Removal Equipment) Building:** See Agenda Item VII.A (below).
2. **Water Line Loop:** Construction 60% complete.
3. **TSA 3<sup>rd</sup> Lane:** Still waiting for the equipment.
4. **Parking Expansion:** Construction underway.
5. **Quick Turnaround:** The completed design included detail bays, wash bays, fueling, employee parking, access controls, and overflow parking for rental cars.
6. **Extended Tower Hours:** See VIII.A (below).
7. **RPZ (Runway Protection Zone) Encroachment:** See Agenda Item VIII.D (below).
8. **Upstairs Hold room Sports:** Not addressed.
9. **Concession Expansion:** Construction on the retail space on the post-security side will start in spring 2020.
10. **Concession Expansion:** The current food service will be remodeled after most of the retail is moved to the Project 9 area (above).
11. **SRE (equipment):** The two new multi-task snow removal vehicles approved by Council will decrease runway clearance times.
12. **Tower Radar:** Awaiting completion of FAA (Federal Aviation Administration) contract negotiations for the extra staffing.
13. **Terminal Area Plan:** See VII.B (below).

## **VII. OLD BUSINESS**

### **A. SRE Building Update**

Mr. Bass reported construction was about 50% done. He suggested a tour when the facility is closer to completion.

### **B. Terminal Area Plan**

Mr. Bass provided an update on the bidding process for a consultant to help the Airport figure out what needs to be done to expand the terminal. The contract will not exceed \$300,000. The six bids received were opened on February 14. On February 21, a selection committee will review the bids and make a selection based on qualifications. Airport staff expect to request Council approval of the contract on March 10.

Councilor Patrick thanked Chair Neary for participating on the selection committee.

## **VIII. NEW BUSINESS**

### **A. Tower Radar**

Mr. Bass attributed the Airport's being on the top of the list to receive radar equipment to Seattle Center's safety concerns. He and Mr. LeLacheur briefed U.S. Senator Jeff Merkley two weeks ago and will provide this information to Mayor Endicott prior to his meeting with U.S. Congressman Greg Walden.

### **B. Central Oregon Airspace**

Mr. Bass discussed (PowerPoint) Seattle Center's concerns about the safety of Central Oregon airspace. Seattle Center air traffic controllers recently provided safety briefings to all pilots, flight schools, airports, and airlines in Central Oregon. He summarized discussions about reclassifying Redmond airspace from Class D to Class C.

Mr. Walco commented on challenges that occur during the transition from Bend airspace to Redmond airspace.

### **C. City Planning Process**

Mr. Bass outlined the need to protect navigable airspace within five miles of Redmond Airport. He is working with City planners to develop an internal procedure for informing Airport staff about proposed developments near the Airport. Airport staff are also working with the Community Development Department to develop a GIS (Geographical Information System) arc map as an overlay to use during evaluation of development proposals. He discussed options for outreach to crane operators.

Mr. LeLacheur summarized potential impacts from development near the Airport.

Mr. Coffelt reported providing copies of Prineville Airport's master plan to both City and County planning departments.

### **D. RPZ (Runway Protection Zone) Encroachment**

Mr. Bass stated the federal government requires the RPZ to remain clear, especially of residential uses. Homeless people camping in this area are interfering with the ILS (Instrument Landing System) approach. Steps taken to rectify this trespassing situation have been unsuccessful. Airport staff and the Airport's Engineer-of-Record are working on a fencing plan.

## **IX. COMMITTEE MEMBER COMMENTS**

Mr. Moor thanked Mr. Bass for a very informative discussion.

Mr. Coffelt asked if the highway in the RPZ would be an FAA issue.

**X. ADJOURN**

Next Airport Advisory Committee meeting: April 9, 2020, 5:30 p.m. (2<sup>nd</sup> Thursday)

With no further business, Chair Neary adjourned the meeting at 6:30 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
Sean Neary  
Chair

\_\_\_\_\_  
Zachary Bass  
Airport Director