



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, November 12, 2020  
5:30 PM

**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 July 2020- Exhibit A
- V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Airport Report
  - b) Construction Updates
  - c) Air Service Update
- VI. OLD BUSINESS**
  - a) Terminal Area Plan
  - b) Tower Radar
  - c) Leasing Policy Update/Conversation
- VII. NEW BUSINESS**
  - a) COVID-19 UPDATE
- 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 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

**JULY**

<i>Passengers</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	33,032	38,883	46,153	51,550	18,232	(33,318)	-64.63%	-64.63%
<b>August</b>	33,993	39,352	45,508	51,515				
<b>September</b>	29,287	33,346	38,312	44,802				
<b>October</b>	29,400	33,285	38,959	45,195				
<b>November</b>	27,637	32,741	36,357	40,163				
<b>December</b>	27,630	32,847	37,283	42,037				
<b>January</b>	25,768	31,362	35,397	42,610				
<b>February</b>	25,345	29,753	30,841	39,914				
<b>March</b>	29,671	33,456	39,640	19,482				
<b>April</b>	26,536	33,352	35,890	1,863				
<b>May</b>	29,137	35,338	38,528	5,265				
<b>June</b>	32,966	39,865	45,427	11,648				
<b>Enplanements</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>396,044</b>	<b>18,232</b>			
<b>Deplanements</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>18,794</b>			
<b>Total Passengers</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>37,026</b>			

**KEY METRICS**

	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>July 2020</b>
<b>Revenue Per Enplanement</b>	\$ 16.40	\$ 17.12	\$ 17.09	<b>&gt; \$15.00</b>	\$ 12.21
<b>Airline Cost Per Enplanement (CPE)</b>	\$ 6.13	\$ 6.13	\$ 7.33	<b>&lt; \$7.00</b>	\$ 11.47
<b>Operating Efficiency</b>	\$ 14.31	\$ 16.76	\$ 17.50	<b>&lt; \$18.00</b>	\$ 16.66

**July**

<b>REVENUES (by Fiscal Year)</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Chg</b>
<b>Passenger Facility Charge</b>	\$ 126,282	\$ 151,430	\$ 164,537	\$ 30,760	-81.3%
<b>Customer Facility Charge (Car Rental)</b>	\$ 63,782	\$ 72,064	\$ 76,043	\$ 29,070	-61.8%
<b>Landing Fees</b>	\$ 158,946	\$ 199,743	\$ 192,687	\$ 151,048	-21.6%
<b>Fuel Flowage Fees</b>	\$ 31,193	\$ 41,351	\$ 44,134	\$ 29,764	-32.6%
<b>Fuel (Gallons) Jet A</b>	426,847	574,002	601,660	406,050	-32.5%
<b>Fuel (Gallons) Avgas 100LL</b>	18,770	16,722	28,825	19,148	-33.6%
<b>Fuel Tank Fees</b>	\$ 8,729	\$ 11,500	\$ -	\$ -	0.0%
<b>Space Usage Fees</b>	\$ 70,556	\$ 74,586	\$ 81,269	\$ 40,729	-49.9%
<b>Supplemental Security Fee</b>	\$ 35,054	\$ 45,240	\$ 47,157	\$ 17,270	-63.4%
<b>Parking</b>	\$ 195,313	\$ 244,895	\$ 353,575	\$ 85,921	-75.7%
<b>Rental Cars</b>	\$ 146,505	\$ 173,743	\$ 204,205	\$ 99,278	-51.4%
<b>Rental Cars Lot Fees</b>	\$ 6,200	\$ 6,228	\$ 6,700	\$ 6,700	0.0%
<b>Concession Commissions</b>	\$ 18,806	\$ 23,807	\$ 32,463	\$ -	-100.0%
<b>General Aviation</b>	\$ 31,256	\$ 32,109	\$ 39,010	\$ 39,550	1.4%
<b>Forest Service Leases</b>	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
<b>Total Revenues for month:</b>	\$ 963,092	\$ 1,165,894	\$ 1,331,755	\$ 619,839	-53.5%
<b>Total Operating Cost for month:</b>	\$ 407,495	\$ 328,171	\$ 497,863	\$ 303,772	-39.0%
<b>Cargo (Lbs)</b>	248,606	289,578	237,954	367,123	54.3%



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

**AUGUST**

<i>Passengers</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	33,032	38,883	46,153	51,550	18,232	(33,318)	-64.63%	-64.63%
<b>August</b>	33,993	39,352	45,508	51,515	20,390	(31,125)	-60.42%	-62.53%
<b>September</b>	29,287	33,346	38,312	44,802				
<b>October</b>	29,400	33,285	38,959	45,195				
<b>November</b>	27,637	32,741	36,357	40,163				
<b>December</b>	27,630	32,847	37,283	42,037				
<b>January</b>	25,768	31,362	35,397	42,610				
<b>February</b>	25,345	29,753	30,841	39,914				
<b>March</b>	29,671	33,456	39,640	19,482				
<b>April</b>	26,536	33,352	35,890	1,863				
<b>May</b>	29,137	35,338	38,528	5,265				
<b>June</b>	32,966	39,865	45,427	11,648				
<b>Enplanements</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>396,044</b>	<b>38,622</b>			
<b>Deplanements</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>38,009</b>			
<b>Total Passengers</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>76,631</b>			

**KEY METRICS**

	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>August 2020</b>
<b>Revenue Per Enplanement</b>	\$ 16.40	\$ 17.12	\$ 17.09	<b>&gt; \$15.00</b>	\$ 13.70
<b>Airline Cost Per Enplanement (CPE)</b>	\$ 6.13	\$ 6.13	\$ 7.33	<b>&lt; \$7.00</b>	\$ 12.98
<b>Operating Efficiency</b>	\$ 14.31	\$ 16.76	\$ 17.50	<b>&lt; \$18.00</b>	\$ 27.78

**August**

<b>REVENUES (by Fiscal Year)</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Chg</b>
<b>Passenger Facility Charge</b>	\$ 129,929	\$ 150,287	\$ 173,667	\$ 67,085	-61.4%
<b>Customer Facility Charge (Car Rental)</b>	\$ 50,713	\$ 72,868	\$ 78,666	\$ 37,206	-52.7%
<b>Landing Fees</b>	\$ 230,270	\$ 211,013	\$ 201,174	\$ 204,537	1.7%
<b>Fuel Flowage Fees</b>	\$ 39,521	\$ 44,314	\$ 43,516	\$ 37,164	-14.6%
<b>Fuel (Gallons) Jet A</b>	549,786	608,367	592,534	501,489	-15.4%
<b>Fuel (Gallons) Avgas 100LL</b>	14,794	24,693	29,119	29,426	1.1%
<b>Fuel Tank Fees</b>	\$ 11,028	\$ 8,500	\$ -	\$ -	0.0%
<b>Space Usage Fees</b>	\$ 70,322	\$ 73,363	\$ 80,971	\$ 41,712	-48.5%
<b>Supplemental Security Fee</b>	\$ 34,914	\$ 44,345	\$ 46,949	\$ 18,389	-60.8%
<b>Parking</b>	\$ 259,011	\$ 283,222	\$ 378,909	\$ 96,719	-74.5%
<b>Rental Cars</b>	\$ 158,452	\$ 183,713	\$ 188,568	\$ 108,868	-42.3%
<b>Rental Cars Lot Fees</b>	\$ 6,200	\$ 6,452	\$ 6,860	\$ 6,700	-2.3%
<b>Concession Commissions</b>	\$ 21,819	\$ 25,094	\$ 33,595	\$ -	-100.0%
<b>General Aviation</b>	\$ 33,580	\$ 32,131	\$ 38,662	\$ 40,370	4.4%
<b>Forest Service Leases</b>	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
<b>Total Revenues for month:</b>	\$ 1,116,228	\$ 1,224,501	\$ 1,361,513	\$ 748,499	-45.0%
<b>Total Operating Cost for month:</b>	\$ 398,466	\$ 623,779	\$ 695,058	\$ 566,372	-18.5%
<b>Cargo (Lbs)</b>	328,877	309,180	218,016	347,316	59.3%



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

**SEPTEMBER**

<i>Passengers</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	33,032	38,883	46,153	51,550	18,232	(33,318)	-64.63%	-64.63%
<b>August</b>	33,993	39,352	45,508	51,515	20,390	(31,125)	-60.42%	-62.53%
<b>September</b>	29,287	33,346	38,312	44,802	17,519	(27,283)	-60.90%	-62.03%
<b>October</b>	29,400	33,285	38,959	45,195				
<b>November</b>	27,637	32,741	36,357	40,163				
<b>December</b>	27,630	32,847	37,283	42,037				
<b>January</b>	25,768	31,362	35,397	42,610				
<b>February</b>	25,345	29,753	30,841	39,914				
<b>March</b>	29,671	33,456	39,640	19,482				
<b>April</b>	26,536	33,352	35,890	1,863				
<b>May</b>	29,137	35,338	38,528	5,265				
<b>June</b>	32,966	39,865	45,427	11,648				
<b>Enplanements</b>	<b>350,402</b>	<b>413,580</b>	<b>468,295</b>	<b>396,044</b>	<b>56,141</b>			
<b>Deplanements</b>	<b>348,023</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>55,146</b>			
<b>Total Passengers</b>	<b>698,425</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>111,287</b>			

**KEY METRICS**

<b>Revenue Per Enplanement</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>Sept 2020</b>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 19.21
<b>Airline Cost Per Enplanement (CPE)</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 10.75
<b>Operating Efficiency</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 35.85

**September**

<b>REVENUES (by Fiscal Year)</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Chg</b>
<b>Passenger Facility Charge</b>	\$ 125,065	\$ 141,138	\$ 172,107	\$ 75,514	-56.1%
<b>Customer Facility Charge (Car Rental)</b>	\$ 77,986	\$ 62,954	\$ 65,834	\$ 33,603	-49.0%
<b>Landing Fees</b>	\$ 147,991	\$ 165,379	\$ 172,874	\$ 133,774	-22.6%
<b>Fuel Flowage Fees</b>	\$ 25,146	\$ 30,089	\$ 38,238	\$ 23,628	-38.2%
<b>Fuel (Gallons) Jet A</b>	351,723	414,952	522,833	318,019	-39.2%
<b>Fuel (Gallons) Avgas 100LL</b>	7,510	14,890	23,422	19,525	-16.6%
<b>Fuel Tank Fees</b>	\$ 6,918	\$ -	\$ -	\$ -	0.0%
<b>Space Usage Fees</b>	\$ 61,765	\$ 63,689	\$ 72,542	\$ 38,471	-47.0%
<b>Supplemental Security Fee</b>	\$ 29,780	\$ 37,270	\$ 40,662	\$ 16,077	-60.5%
<b>Parking</b>	\$ 245,397	\$ 264,933	\$ 400,990	\$ 146,890	-63.4%
<b>Rental Cars</b>	\$ 118,017	\$ 130,350	\$ 141,505	\$ 107,383	-24.1%
<b>Rental Cars Lot Fees</b>	\$ 6,323	\$ 6,531	\$ 7,587	\$ 6,700	-11.7%
<b>Concession Commissions</b>	\$ 16,597	\$ 20,614	\$ 27,880	\$ -	-100.0%
<b>General Aviation</b>	\$ 31,257	\$ 32,535	\$ 38,524	\$ 41,497	7.7%
<b>Forest Service Leases</b>	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
<b>Total Revenues for month:</b>	\$ 962,711	\$ 1,044,680	\$ 1,268,718	\$ 713,286	-43.8%
<b>Total Operating Cost for month:</b>	\$ 508,502	\$ 546,854	\$ 616,381	\$ 628,060	1.9%
<b>Cargo (Lbs)</b>	274,899	298,291	197,577	217,429	10.0%



**Redmond Municipal Airport-Roberts Field**

2522 SE Jesse Butler Circle, Suite 17

Redmond, OR 97756-8643

Phone 541-504-3499

Fax 541-548-0591

[www.flyrdm.com](http://www.flyrdm.com)

## Exhibit A

### REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

#### Virtual MINUTES July 16, 2020

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

**Youth Ex Officio:** Auna Pendergrass

**City Staff:** Zachary Bass, *Airport Director*; Felila Narotski, *Business Coordinator*; Fred LeLacheur, *Airport Engineer*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** None

**Visitors:** Corie Ochs, *American Airlines*; Karen Aldrich, *TSA*; 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

Chair Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:32 p.m., Thursday, July 16, 2020.

Ms. Prow called the roll and confirmed a quorum was present (5 of 9 members).

#### II. ANNOUNCEMENTS

None.

#### III. COMMENTS FROM CITIZENS

None.

#### IV. APPROVAL OF MINUTES

##### A. Committee Meeting Minutes May 2020

**Motion 1** (5/0/0): Mr. Sande moved to approve the May 14, 2020; minutes as presented. Mr. Livingston seconded the motion which passed unanimously.

#### V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

##### A. Airport Report

Mr. Bass discussed (PowerPoint) paperwork updates approved by City Council over the last few months, operational highlights, air service (passengers, flights), budget for fiscal year 2020-2021, staffing, and financial impacts due to the COVID-19 pandemic. City Council

approved the 2020-21 budget about three weeks ago. Passenger numbers over the last two weeks are better than they were two months ago. Air service is projected to recover to 80% of normal by early 2021; it will probably take two to three years to return to pre-COVID-19 levels if nothing else occurs.

Chair Neary outlined results of the Request for Qualifications for Airport legal services. Following evaluation of the responses, the Airport decided to continue its relationship with Bryant Lovlien & Jarvis.

Committee members expressed concerns about the flight loss status, Visit Bend's projected lodging occupancy rates, COVID-19 impact on flight projections, and why people aren't flying.

Ms. Ochs offered to share nonconfidential information with the Airport.

C. COVID-19 Updates

Mr. Bass summarized (PowerPoint) the Airport's response to financial impacts experienced by airlines, car rental companies, concessions/retail, advertisers, and tenants. All deferred costs must be paid back by the end of January 2021. He outlined steps the Airport was taking to improve safety for passengers, visitors, and staff. Due to unresolved legal issues, Redmond Airport will not be taking people's temperatures before allowing them to board a plane unless ordered by the governor and/or the Oregon Health Authority.

B. Construction Updates

Mr. Bass presented (PowerPoint) a brief status report on the following construction projects:

1. **SRE (Snow Removal Equipment) Building:** Construction continuing.
2. **TSA (Transportation Security Administration) 3<sup>rd</sup> lane:** Infrastructure in place.
3. **Terminal Area Plan:** Expected to start in August 2020 and take about a year. Staff and the consultant are considering if the pandemic situation will change anything.
4. **SRE Vehicles:** Under construction and expected to be ready for winter 2020.
5. **Taxiway Foxtrot:** Starting summer 2021. Most of the project is funded by the FAA (Federal Aviation Administration). The current taxiway is over 20 years old and, per new FAA guidelines, will be widened from 50 feet to 75 feet. This should be the last major pavement project for the next decade.
6. **Quick Turnaround:** On hold.
7. **RPZ (Runway Protection Zone) Fencing:** On hold.
8. **Concession Expansion (retail):** On hold. Only the downstairs café is open.
9. **Concession Expansion (café):** On hold.

VI. **OLD BUSINESS**

- A. Terminal Area Plan  
See V.B.3 (above).

VII. **NEW BUSINESS**

None.

**VIII. COMMITTEE MEMBER COMMENTS**

Ms. Pendergrass announced she was working at Leading Edge Jet Center in Bend, had an interesting job, and was learning a lot.

Mr. Henderson reported tourism in Deschutes County was very strong. The county health department and the hospital provide weekly briefings and are very worried about tourism’s impact on community health in Central Oregon. County commissioners met with Redmond City Council on July 14. Based on the number of permits issued by Redmond and Deschutes County, building doesn’t seem to be slowing down. More permits have been issued this year than in 2019. A lot of people want to move here. This isn’t the recession of 2007, 2008, and 2009.

Mr. Sande stated that – without marketing – hotel and motel occupancy rates were over 90% for weekends and 70% midweek. Visitors are coming from Florida, Nevada, and Australia.

Mr. Livingston said he was seeing a lot of license plates from all over the country, though some might be new residents. Bend City Council voted last night to reinstitute the City Manager’s travel advisory. Many citizens are concerned about the number of tourists. Unemployment is still at 16%, but it doesn’t feel like it did in 2008. He stated the real estate and construction industries could lead us out of the COVID-caused recession. Housing prices in Bend for May or June were down 4.5% from 2019 and inventory is tight. Many light industrial businesses want to expand. He’s looking forward to seeing how quickly we can recover.

Chair Neary reported REDI (Redmond Economic Development, Inc.) was on the news last night about light industrial business expansions such as Medline and BASX Solutions. He thanked committee members and guests for attending today’s meeting.

Mr. Bass promised to share a video presentation entitled “COVID-19 Recovery and Passenger Expectations” (June 2020) and other research information as it becomes available.

**IX. ADJOURN**

With no further business, Chair Neary adjourned the meeting at 6:23 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