



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

AIRPORT COMMITTEE

Thursday, February 20, 2020
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Sean Neary
Vice Chair

Daniel Bahlman
Member

Rob Berg
Member

Kelly Coffelt
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. ELECTION OF OFFICERS FOR 2020**
- V. APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes August 2019- Exhibit A
 - b) Committee Meeting Minutes October 2019 Exhibit B
 - c) Committee Meeting Minutes December 2019 Exhibit C
- VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
- VII. OLD BUSINESS**
 - a) SRE Building Update
 - b) Terminal Area Plan
- VIII. NEW BUSINESS**
 - a) Tower Radar
 - b) Central Oregon Airspace
 - c) City Planning Process
 - d) Runway Protection Zone (RPZ) Issue
- IX. COMMITTEE MEMBER COMMENTS**
- X. 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

NOVEMBER

<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>
July	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
August	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
September	24,896	29,287	33,346	38,312	44,802	6,490	16.94%	13.77%
October	24,496	29,400	33,285	38,959	45,195	6,236	16.01%	14.28%
November	23,974	27,637	32,741	36,357	40,163	3,806	10.47%	13.61%
December	25,286	27,630	32,847	37,283				
January	24,863	25,768	31,362	35,397				
February	22,912	25,345	29,753	30,841				
March	25,313	29,671	33,456	39,640				
April	23,656	26,536	33,352	35,890				
May	7,379	29,137	35,338	38,528				
June	30,397	32,966	39,865	45,427				
Enplanements	291,158	350,402	413,580	468,295	233,225			
Deplanements	288,478	348,023	411,552	466,952	230,057			
Total Passengers	579,636	698,425	825,132	935,247	463,282			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Nov 2019</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 16.42	
<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	\$ 6.25	
<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	\$ 14.73	

November

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 99,822	\$ 118,736	\$ 127,561	\$ 154,096	20.8%
Customer Facility Charge (Car Rental)	\$ 30,670	\$ 35,183	\$ 39,519	\$ 37,326	-5.6%
Landing Fees	\$ 94,891	\$ 121,238	\$ 133,141	\$ 149,952	12.6%
Fuel Flowage Fees	\$ 15,393	\$ 18,867	\$ 25,811	\$ 30,342	17.6%
Fuel (Gallons) Jet A	216,259	266,282	353,998	410,791	16.0%
Fuel (Gallons) Avgas 100LL	3,637	3,248	14,731	22,671	53.9%
Fuel Tank Fees	\$ 1,426	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 47,541	\$ 61,023	\$ 61,727	\$ 65,359	5.9%
Supplemental Security Fee	\$ 19,825	\$ 29,334	\$ 35,835	\$ 35,576	-0.7%
Parking	\$ 263,770	\$ 287,389	\$ 294,359	\$ 403,224	37.0%
Rental Cars	\$ 66,068	\$ 92,321	\$ 105,232	\$ 69,093	-34.3%
Rental Cars Lot Fees	\$ 6,200	\$ 6,200	\$ 7,344	\$ 6,953	-5.3%
Concession Commissions	\$ 12,374	\$ 15,221	\$ 19,896	\$ 25,952	30.4%
General Aviation	\$ 31,378	\$ 32,518	\$ 32,838	\$ 39,905	21.5%
Forest Service Leases	\$ 52,046	\$ 70,470	\$ 89,199	\$ 89,975	0.9%
Total Revenues for month:	\$ 741,403	\$ 888,499	\$ 972,463	\$ 1,107,752	13.9%
Total Operating Cost for month:	\$ 374,474	\$ 478,068	\$ 486,600	\$ 591,572	21.6%
Cargo (Lbs)	179,898	278,729	273,508	228,682	-16.4%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

DECEMBER

<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>
July	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
August	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
September	24,896	29,287	33,346	38,312	44,802	6,490	16.94%	13.77%
October	24,496	29,400	33,285	38,959	45,195	6,236	16.01%	14.28%
November	23,974	27,637	32,741	36,357	40,163	3,806	10.47%	13.61%
December	25,286	27,630	32,847	37,283	42,037	4,754	12.75%	13.48%
January	24,863	25,768	31,362	35,397				
February	22,912	25,345	29,753	30,841				
March	25,313	29,671	33,456	39,640				
April	23,656	26,536	33,352	35,890				
May	7,379	29,137	35,338	38,528				
June	30,397	32,966	39,865	45,427				
Enplanements	291,158	350,402	413,580	468,295	275,262			
Deplanements	288,478	348,023	411,552	466,952	274,669			
Total Passengers	579,636	698,425	825,132	935,247	549,931			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Dec 2019</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 17.95	
<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	\$ 5.97	
<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	\$ 14.35	

December

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 67,919	\$ 92,423	\$ 111,128	\$ 154,618	39.1%
Customer Facility Charge (Car Rental)	\$ 30,228	\$ 12,428	\$ 39,004	\$ 40,278	3.3%
Landing Fees	\$ 93,615	\$ 119,272	\$ 139,118	\$ 143,871	3.4%
Fuel Flowage Fees	\$ 16,419	\$ 18,684	\$ 26,760	\$ 30,012	12.2%
Fuel (Gallons) Jet A	232,259	263,190	371,494	408,751	10.0%
Fuel (Gallons) Avgas 100LL	2,299	3,726	10,794	19,992	85.2%
Fuel Tank Fees	\$ 1,647	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 48,512	\$ 60,609	\$ 64,066	\$ 68,861	7.5%
Supplemental Security Fee	\$ 20,346	\$ 29,086	\$ 37,546	\$ 38,021	1.3%
Parking	\$ 228,168	\$ 218,603	\$ 241,602	\$ 459,098	90.0%
Rental Cars	\$ 75,198	\$ 76,985	\$ 90,961	\$ 105,345	15.8%
Rental Cars Lot Fees	\$ 6,282	\$ 6,224	\$ 7,249	\$ 7,158	-1.3%
Concession Commissions	\$ 14,987	\$ 16,145	\$ 20,458	\$ 28,540	39.5%
General Aviation	\$ 31,252	\$ 31,906	\$ 32,612	\$ 39,271	20.4%
Forest Service Leases	\$ 52,118	\$ 70,470	\$ 89,199	\$ 89,975	0.9%
Total Revenues for month:	\$ 686,692	\$ 752,834	\$ 899,702	\$ 1,205,048	33.9%
Total Operating Cost for month:	\$ 526,865	\$ 550,091	\$ 565,442	\$ 603,267	6.7%
Cargo (Lbs)	216,711	303,988	185,597	267,104	43.9%



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Exhibit A

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

August 8, 2019

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Brent Haywood, *Redmond Police Officer*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Joe Roshak, *Century West Engineering*; Matthew Brawn, *Aviano RDM LLC*; Garry Finley

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

Vice-Chair Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:33 p.m., Thursday, August 8, 2019.

Ms. Prow called the roll and confirmed the presence of a quorum (7 of 9 members). Mr. Henderson arrived at 5:39 p.m. after approval of the minutes and election of 2019 committee officers, increasing the quorum to 8 of 9 members.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. SWEARING IN NEW COMMITTEE MEMBER

A. Youth Ex Officio: Adriauna Pendergrass (Redmond)

B. Committee Member: William Huff (Redmond)

Councilor Patrick administered the oath of office to new Youth Ex Officio Adriauna Pendergrass and new regular committee member William Huffman.

VI. APPROVAL OF MINUTES

A. April 11, 2019

B. June 13, 2019

Motion 1 (7/0/0): Mr. Livingston moved to approve the minutes of April 11 and June 13, 2019, as presented. Mr. Moor seconded the motion which passed unanimously.

V. ELECTION OF 2019 COMMITTEE OFFICERS

Mr. Berg nominated Mr. Sande to serve as Chair and Mr. Neary to serve as Vice-Chair for 2019. Mr. Bass reported Mr. Sande was willing to serve again if needed.

Motion 2 (7/0/0): Mr. Berg moved to retain Mr. Sande as Chair and Mr. Neary as Vice-Chair for 2019. Mr. Livingston seconded the motion which passed unanimously.

VII. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

For the benefit of new members, Mr. Bass invited everyone to introduce themselves including their backgrounds and interest in aviation.

Councilor Patrick thanked committee members for their service.

Mr. Bass presented the Airport Performance Metrics Reports for May and June 2019. He discussed (PowerPoint) personnel changes due to the Airport's growth, final budget figures from fiscal year 2018-2019, and passenger counts (960,000 for 2018-2019, 1 million projected for 2019-2020).

B. Construction Updates

Mr. Bass announced the Airport Master Plan was completed and approved by the FAA (Federal Aviation Administration). The \$800,000 cost was funded by the FAA. He provided progress reports (PowerPoint) on the following projects:

1. **Commercial Ramp Extension:** Phase 3 underway. Project 85% done. Completion estimated for the end of August 2019.
2. **Security Buildout** (\$75,000): SunWest Builders will break ground next week.
3. **TSA 3rd Lane** (\$150,000): Council will probably review this project in September, which means groundbreaking won't be for another month or two.
4. **SRE (Snow Removal Equipment Building):** Bids opened yesterday; the lowest bid was \$11.1 million which was less than the engineer's estimate of \$12.5 million. Council will consider approval of the bid/contract in September 2019. The Airport is hoping to break ground within the next month.
5. **Parking Expansion** (\$3.2 million): Will go out to bid the end of August 2019. The Airport is hoping to break ground in fall 2019. An increase to 500 spaces (instead of 300) is being considered since the SRE bid came in lower than expected.
6. **Quick Turnaround** (car rental facility): Still working on the legal agreement (lease) with the car rental agencies as well as fuel and carwash providers. Will go out to bid in mid-September 2019.
7. **Extended Tower Hours.** Two of three week-long operational counts were completed in June and July; the last count will be done in August. These data are required by the

FAA (Federal Aviation Administration) to justify the need for tower coverage 7 p.m.-12 midnight.

8. **ADS-B Display** (\$5,000): The Airport has justified its need for a radar system but is on a waiting list for equipment. In the meantime, the Airport is awaiting FAA approval to install and use GPS (Global Positioning System) to track all planes with ADS-B capability, improving the tower's situational awareness.
9. **Marketing Initiatives** (\$14,000): Contract signed to add the "Fly Redmond" logo to the water reservoir along North Highway 97 as a new marketing tool for the Airport.

Committee concerns included the potential to combine Projects 5 and 6 under one contractor (economies of scale), a lower-cost option for the GPS system (Project 8), and projected cost overruns on the SRE Building (Project 4) from the June 2019 meeting.

VIII. OLD BUSINESS

A. SRE Building Update

See Agenda Item VII.B.4 (above).

B. Reversion Clause

Mr. Bass outlined the reversion clause process. The first reversion is due in 11 months. Of the 35 private hangar leases on the airfield, 25 are due to revert to the Airport within the next 10 years. He discussed the financial impact of lease reversion clauses on the Airport's budget. Revenue generated offsets airfield costs for all users including commercial and general aviation. He asked committee members to review the draft letter and share their comments with him.

IX. NEW BUSINESS

B. Noise Complaints

Mr. Bass said (PowerPoint) 90% of the noise complaints were from Eagle Crest but he has also received complaints from Tumalo. He acknowledged growth of the flight school was a factor. Redmond Airport has no control over national flight patterns which are set by the FAA and no control over the VOR (VHF Omnidirectional Range). He, Leading Edge Aviation, and Hillsboro Aero Academy will meet with Eagle Crest residents on August 28, 2018. He invited Airport Committee members to go with him.

Mr. Henderson reported Deschutes County was also receiving noise complaints about Redmond Airport. Committee members suggested varying the holding pattern altitude and adjusting flight school procedures to reduce the impact on area residents.

A. New Air Service

- **September 2019:** Sun Country will provide direct service to Las Vegas for 3 months.
- **October 2019:** Allegiant will start offering twice weekly service to Las Vegas and Mesa.

Ms. Shaw said she was working with the Oregon Chapter of the National Autism Association to provide training in October 2019 to individuals with autism and their families on using air transportation.

C. Air Space Lesson

Not offered due to lack of time.

X. COMMITTEE MEMBER COMMENTS

- August 22, 2019, 10 a.m. – presentation by Tom Little, NTSB (National Transportation Safety Board), City Hall Room 208, 411 SW 9th Street.

- August 23-24, 2019 – Oregon Air Show of the Cascades, Madras Municipal Airport. Mr. Bass requested posters to help promote this event.

Mr. Berg said Madras Airport just finished its taxiway rehabilitation project.

Mr. Livingston reported the Bend Airport was in the middle of a big master plan process to address expected growth.

Mr. Henderson said he took a helicopter trip from Bend Airport this morning.

Next Airport Advisory Committee meeting: October 10 (2nd Thursday), 2019, 5:30 p.m.

XI. ADJOURN

With no further business, Vice-Chair Neary adjourned the meeting at 6:36 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2019.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director



Redmond Municipal Airport-Roberts Field

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Exhibit B

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

October 10, 2019

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

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

Youth Ex Officio: Auna Pendergrass

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

City Council Liaison: Jay Patrick, George Endicott

Visitors: Garry Finley; Matthew Braun, *Aviano RDM LLC*; 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

Vice-Chair Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:30 p.m., Thursday, October 10, 2019.

Ms. Prow called the roll and confirmed the absence of a quorum (4 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Vice-Chair Neary postponed approval of the August 8, 2019, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented the Airport Performance Metrics Reports for July and August 2019. He discussed (PowerPoint) growth impacts on passenger counts (100% increase, last 6 years), staffing (100% increase, last 5 years), and operations (100% increase); personnel changes; and 1st quarter budget projections for fiscal year 2019-2020. Passenger counts are expected to increase to 1.1 million in 2020 with the new Alaska flights starting in January.

B. Construction Updates

Mr. Bass and Mr. LeLacheur provided progress reports (PowerPoint) on these projects:

1. **Commercial Ramp Extension:** Completed three weeks ago.
2. **Security Buildout:** Completed.
3. **Water Tank Advertising:** Completed.
4. **City Tie-Downs:** Completed.
5. **Airline Buildout:** Completed.
6. **SRE (Snow Removal Equipment Building):** The Notice to Proceed With Construction was issued on October 9, 2019. The contractor is hoping to work year-round, depending on the weather. Expected completion is one year (fall 2020).
7. **Water Line Loop (\$700,000):** This project will add capacity to better serve development on the north side of the Airport, including the SRE building and the U.S. Forest Service. Contract awarded to Taylor Northwest. Construction scheduled to start on October 21.
8. **TSA 3rd Lane:** Council approved adding a 3rd Transportation Security Administration lane. Ground-breaking is expected within two months. The Airport wants to be ready for the TSA equipment when it arrives (hopefully) in early 2020.
9. **Parking Expansion:** Project to add 450 new spaces will go out to bid within a month.
10. **Quick Turnaround (car rental facility):** Going out to bid within two months.
11. **Extended Tower Hours:** Weekly operational counts in June, July, and August 2019 justified Redmond's need for tower coverage between 7 p.m. and 12 a.m. (midnight). Waiting to hear if the FAA (Federal Aviation Administration) will cover this cost.
12. **ADS-B Display:** The FAA denied the Airport's request to use a GPS (Global Positioning System) to track all planes with ADS-B capability while waiting for a radar system to become available.
13. **Terminal Area Plan:** Mr. Bass presented a draft plan for expanding the terminal area. With Council approval, the Airport will start looking for a consultant to do a needs assessment study. Stakeholders and the public will have opportunities for input to the terminal expansion process.

Capital Improvement Plan: Mr. Bass presented the Airport's five-year Capital Improvement Plan. FAA approval of the Airport's master plan does not guarantee funding. Mr. Bass, Mr. LeLacheur, and Chief Financial Officer Jason Neff will meet with the FAA next week about projects planned for fiscal years 2021-2025.

Committee concerns included funding resources for capital improvements.

Air Space: Mr. Bass discussed FAA concerns about potential conflicts between aircraft due to increasing air traffic in Central Oregon air space (Redmond, Bend, Madras, Prineville). The main concern of the 140 people who attended his meeting at Eagle Crest was flight

school operations. He provided them with FAA and flight school contact information since the FAA, not Redmond Airport, controls flight patterns.

Councilor Patrick commended Mr. Bass for his approach to addressing Eagle Crest concerns.

Triennial Drill: Mr. Bass presented a video of selected scenes from the October 3, 2019, triennial drill at the Airport. He commended the approximately 700 people who participated including staff from multiple agencies and volunteers.

Committee members asked if impacts experienced due to the Airport's growth would parallel those at other airports and how Redmond Airport compared to other Oregon airports.

VI. OLD BUSINESS

- A. SRE Building Update
See Agenda Item V.B.6 above.

VII. NEW BUSINESS

- A. New Air Service
Mr. Bass reported (PowerPoint) the Airport added new direct service in 2019 to Chicago, Las Vegas, and Mesa as well as additional flights to Los Angeles and Seattle. In 2020, passengers will see new direct service to San Diego and additional direct flights to San Francisco and Los Angeles. Sun Country started in mid-September and Allegiant last week. September 2019 numbers without Sun Country were up 14% over September 2018; with Sun Country, the increase was 17%. The Airport has applied for a Small Community Air Service Development Program (SCASDP) grant for San Jose.

- B. Airline Incentives Policy (Draft)
Mr. Bass presented the Airport's draft Air Carrier Incentive Program, out for review until December 12, and – for comparison – the FAA *Air Carrier Incentive Program Guidebook*. He announced his intention to create informational binders for committee members.

Committee responses to the draft incentive program, FAA guidebook, and informational binder were favorable, potential impacts of the incentive program, and a list of all flights in/out of the Airport.

Ms. Shaw said she would send monthly flight schedules to committee members.

VIII. COMMITTEE MEMBER COMMENTS

None.

IX. ADJOURN

Next Airport Advisory Committee meeting: December 12, 2019, 5:30 p.m. (2nd Thursday)

With no further business, Vice-Chair Neary adjourned the meeting at 6:17 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2019.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director



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Exhibit C

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

December 19, 2019

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

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

Youth Ex Officio: *Auna Pendergrass absent*

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

City Council Liaison: Jay Patrick

Visitors: Adam Williams, *Crook County Veteran Services*; Dan Swearingen, *Prineville Band of Brothers*; Garry Finley; Joe Roshak, *Century West Engineering*; Karen Aldrich, *Transportation Security Administration*; Matthew Brawn, *Aviano RDM LLC*; Seth Crawford, *Crook County*

Media: None

(Agenda items appear in discussion order.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:30 p.m., Thursday, December 19, 2019.

Ms. Prow called the roll and confirmed the absence of a quorum (4 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Sande postponed approval of the minutes for the August 8 and October 10, 2019, meetings to the next meeting.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. LeLacheur (PowerPoint) presented the Airport Performance Metrics Reports for September and October 2019 for Airport Director Zachary Bass who was ill.

Mr. Anderson introduced himself, summarizing his background and experience.

Mr. LeLacheur discussed passenger growth (increased 100% last 6 years), growth impacts (operations, 100% increase; staff, 100% increase last 5 years), and personnel changes.

B. Construction Updates

Mr. LeLacheur provided progress reports on the following projects:

1. **SRE (Snow Removal Equipment) Building:** Construction underway.
2. **Water Line Loop:** Construction 60% complete.
3. **TSA 3rd Lane:** Contractor onboard. Construction postponed due to holiday season.
4. **Parking Expansion:** Bids (13) opened December 11, 2019. Low bid came in about \$400,000 under budget. Construction expected to start in spring 2020.
5. **Quick Turnaround:** Design completed. Working to develop a lease agreement with the car rental companies. Construction expected to start in spring 2020.
6. **Extended Tower Hours:** Added 2 hours per day. New schedule: 6 a.m.-10 p.m.
7. **RPZ (Runway Protection Zone) Encroachment:** Fencing to address the transient problem is under consideration.
8. **Upstairs Holdroom Sports:** Big-screen TVs. Intended to draw people upstairs to relieve congestion in the 1st floor holdroom.
9. **Concession Expansion:** Mr. Brawn reported Aviano was working with Kirby Nagelhout on the structural engineering of a new 100% retail space.
10. **Concession Expansion:** Pure Northwest Coffee café will provide grab-and-go snacks and sandwiches.
11. **Snow Removal Equipment:** City Council approved adding two multi-task snow removal equipment on December 10. *Advantages:* decreased runway clearance times, one operator instead of two.

Committee concerns included disposition of the older equipment.

12. **Active-Duty Appreciation:** Digital banners will be displayed in the terminal to honor the dedicated service of Redmond's active military personnel, one by one.

Committee discussion covered pros and cons of adding Crook County active-duty personnel to Redmond Airport's appreciation program.

13. **Terminal Area Plan:** Mr. LeLacheur presented a master plan forecast summary, noting the Airport was growing faster than forecasted. Updating the Airport's master plan will include a situational assessment, short/middle/long-term goals, getting public input and buy-in on alternatives, and developing an overall expansion conceptual plan.

Committee concerns included if the FAA (Federal Aviation Administration) was supporting update of the current master plan, distance walking outside the terminal seems longer than at other airports, who wanted skybridges, and the importance of creating an environment that people want to come to.

VI. OLD BUSINESS

- A. SRE Building Update
See Agenda Item V.B.1 above.
- B. Airline Incentives Policy
Not addressed.

VII. NEW BUSINESS

- A. New Air Service
Mr. LeLacheur announced new service for 2020: San Diego direct (January 7), San Francisco additional (March), Los Angeles additional (2), Chicago returning (June through November), Salt Lake City additional, and Seattle additional.
- B. Active-Duty Appreciation Display
See Agenda Item V.B.12 above.
- C. Terminal Area Plan
See Agenda Item V.B.13 above.
- D. Runway Protection Zone (RPZ) Issue
See Agenda Item V.B.7 above.
- E. Annual Passenger Update
The Airport served 985,000 passengers in 2019. Passenger counts are expected to increase to 1.1 million in 2020.

VIII. COMMITTEE MEMBER COMMENTS

Chair Sande reported receiving a complaint letter from a passenger, blaming Redmond Airport for his missing a connecting flight to Seattle. Ms. Shaw stated the Airport was *not* at fault since de-icing is the airline crew's responsibility. She and Chair Sande outlined the substance of their responses to this passenger.

Mr. LeLacheur summarized changes Redmond could experience as a "small hub" airport.

Ms. Shaw announced she and Mr. Brawn will attend an airport customer service symposium in New Orleans in March 2020.

Mr. Brawn summarized passenger anecdotes about the positive experiences they have at Redmond Airport. Councilor Patrick said Redmond Airport feels friendlier than other airports.

Chair Sande said Leadership Redmond members, during their recent tour of the Airport, expressed interest in moving an old turbo aircraft to a park where kids could play on it.

IX. ADJOURN

Next Airport Advisory Committee meeting: February 13, 2020, 5:30 p.m. (2nd Thursday)

With no further business, Chair Sande adjourned the meeting at 6:15 p.m.

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

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director