



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, July 16, 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 May 2020- Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
 - c) COVID -19 Updates
- VI. **OLD BUSINESS**
 - a) Terminal Area Plan
- VII. **NEW BUSINESS**
- 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

APRIL

<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	42,610	7,213	20.38%	14.36%
February	22,912	25,345	29,753	30,841	39,914	9,073	29.42%	15.86%
March	25,313	29,671	33,456	39,640	19,482	(20,158)	-50.85%	8.27%
April	23,656	26,536	33,352	35,890	1,863	(34,027)	-94.81%	-1.36%
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	379,131			
Deplanements	288,478	348,023	411,552	466,952	378,107			
Total Passengers	579,636	698,425	825,132	935,247	757,238			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>April 2020</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	70.08
<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	\$	39.07
<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	\$	294.10

April

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 117,158	\$ 144,302	\$ 164,508	\$ 4,627	-97.2%
Customer Facility Charge (Car Rental)	\$ 35,955	\$ 46,965	\$ 51,978	\$ 6,030	-88.4%
Landing Fees	\$ 92,767	\$ 108,247	\$ 147,249	\$ 53,642	-63.6%
Fuel Flowage Fees	\$ 15,008	\$ 24,371	\$ 26,113	\$ 8,304	-68.2%
Fuel (Gallons) Jet A	208,896	339,155	354,377	103,749	-70.7%
Fuel (Gallons) Avgas 100LL	5,509	9,001	18,670	14,873	-20.3%
Fuel Tank Fees	\$ 1,584	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 46,789	\$ 55,555	\$ 61,540	\$ 17,382	-71.8%
Supplemental Security Fee	\$ 19,421	\$ 26,053	\$ 35,698	\$ 1,773	-95.0%
Parking	\$ 240,964	\$ 290,816	\$ 428,234	\$ 16,957	-96.0%
Rental Cars	\$ 68,590	\$ 90,987	\$ 91,638	\$ 98,539	7.5%
Rental Cars Lot Fees	\$ 6,200	\$ 6,200	\$ 6,843	\$ 10,235	49.6%
Concession Commissions	\$ 12,664	\$ 16,362	\$ 22,112	\$ 195	-99.1%
General Aviation	\$ 31,378	\$ 32,203	\$ 39,597	\$ 39,637	0.1%
Forest Service Leases	\$ 52,411	\$ 89,262	\$ 89,497	\$ 90,276	0.9%
Total Revenues for month:	\$ 740,888	\$ 931,322	\$ 1,165,008	\$ 347,597	-70.2%
Total Operating Cost for month:	\$ 371,416	\$ 492,048	\$ 454,664	\$ 547,902	20.5%
Cargo (Lbs)	193,900	237,947	255,735	261,586	2.3%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

MAY

<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	42,610	7,213	20.38%	14.36%
February	22,912	25,345	29,753	30,841	39,914	9,073	29.42%	15.86%
March	25,313	29,671	33,456	39,640	19,482	(20,158)	-50.85%	8.27%
April	23,656	26,536	33,352	35,890	1,863	(34,027)	-94.81%	-1.36%
May	7,379	29,137	35,338	38,528	5,265	(33,263)	-86.33%	-9.10%
June	30,397	32,966	39,865	45,427				
Enplanements	291,158	350,402	413,580	468,295	384,396			
Deplanements	288,478	348,023	411,552	466,952	383,304			
Total Passengers	579,636	698,425	825,132	935,247	767,700			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>May 2020</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	27.27
<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	\$	15.00
<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	\$	105.31

May

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 132,041	\$ 152,175	\$ 171,427	\$ 14,360	-91.6%
Customer Facility Charge (Car Rental)	\$ 42,131	\$ 46,314	\$ 52,539	\$ 10,569	-79.9%
Landing Fees	\$ 102,051	\$ 122,465	\$ 154,406	\$ 50,384	-67.4%
Fuel Flowage Fees	\$ 17,016	\$ 26,550	\$ 28,126	\$ 10,164	-63.9%
Fuel (Gallons) Jet A	234,519	368,460	384,471	122,682	-68.1%
Fuel (Gallons) Avgas 100LL	8,560	10,827	17,326	22,517	30.0%
Fuel Tank Fees	\$ 1,777	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 50,374	\$ 59,180	\$ 65,387	\$ 23,715	-63.7%
Supplemental Security Fee	\$ 21,347	\$ 28,228	\$ 38,513	\$ 4,863	-87.4%
Parking	\$ 288,269	\$ 332,814	\$ 487,716	\$ 21,274	-95.6%
Rental Cars	\$ 77,719	\$ 86,798	\$ 95,135	\$ 98,539	3.6%
Rental Cars Lot Fees	\$ 6,200	\$ 6,456	\$ 6,991	\$ 9,429	34.9%
Concession Commissions	\$ 14,425	\$ 17,996	\$ 24,554	\$ -	-100.0%
General Aviation	\$ 30,950	\$ 31,633	\$ 38,534	\$ 38,988	1.2%
Forest Service Leases	\$ 52,411	\$ 89,262	\$ 90,639	\$ 90,276	-0.4%
Total Revenues for month:	\$ 836,709	\$ 999,870	\$ 1,253,968	\$ 372,562	-70.3%
Total Operating Cost for month:	\$ 393,653	\$ 303,863	\$ 570,266	\$ 554,454	-2.8%
Cargo (Lbs)	210,198	275,120	297,685	299,367	0.6%



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

Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

Virtual Meeting

MINUTES

May 14, 2020

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

Youth Ex Officio: *Auna Pendergrass absent*

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Felila Narotski, *Business Coordinator*; Fred LeLacheur, *Airport Engineer*; John Roberts, *Deputy City Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Andy Nager, *Hangar Tenant*; Donna Westerlund, *Horizon Airlines*; Jeff Puller and Ken Kehmna, *Redmond Fire and Rescue*; Joe Roshak and Thomas Headley, *Century West Engineering*; Julia Thiesen, *Visit Central Oregon*; Dan Brawn, *Aviano RDM LLC*; Michael Dinsmore, *Commute-By-Plane*; Nelson Carrick, *Leading Edge FBO*; Trina Froehlich, *Mead & Hunt, Inc.*

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 5:35 p.m., Thursday, May 14, 2020.

Chair Neary called the roll and confirmed the presence of a quorum (6 of 9 members). Mr. Berg arrived after approval of the minutes, increasing the quorum to 7 of 9 members.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (6/0/0): Mr. Livingston moved to approve the minutes of February 20, 2020, as presented. Mr. Sande seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

C. Airline Industry Update

Ms. Froehlich discussed (PowerPoint) impacts on U.S. airline traffic over the last 40 years, U.S. airline capacity reductions, TSA (Transportation Security Administration) throughput down 94% since the last week of March 2020, projected 2020 U.S. domestic revenue loss, CARES Act support summary, Redmond Cares Act impact, Redmond capacity impacts pre-COVID to now, 1st quarter airline performance, recovery projections, and what Redmond can do to be ready to reopen.

VII. NEW BUSINESS

A. COVID-19

Mr. Bass discussed (PowerPoint) financial impacts to the Airport due to the COVID-19 virus and what was being done to help Airport tenants.

Committee concerns included requests for cash payout from the CARES grant, taking advantage of lower construction costs to move some projects to a higher priority, airline industry studies regarding passengers' safety risk due to COVID-19, and airlines in danger of bankruptcy.

Mr. Bass responded to committee concerns, noting all airports were concerned about customer confidence in the safety of air travel. Redmond Airport is taking advantage of the current slow period to make airfield and landside improvements including paperwork updates. The Airport implemented a hiring freeze, so no open positions have been filled. Staff are proactively reaching out to assist passengers. Redmond Airport's biggest concern is bringing customers back and making sure they feel safe and comfortable traveling.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS (continued)

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for January, February, and March 2020. City Budget Committee meetings will start on June 2; the Airport's budget will be reviewed on June 3, 2020. He has been working closely with the U.S. Forest Service and the tanker base in case of forest fires. He promised to keep everyone updated and invited committee members to e-mail questions to him.

B. Construction Updates

Mr. Bass provided progress reports (PowerPoint) on several construction projects including the SRE (Snow Removal Building), 3rd TSA Lane, Parking Lot, Vendor Lot, Taxi Lane Expansion, Terminal Area Plan, SRE Vehicles, Taxiway Foxtrot, Rental Car Quick Turnaround Facility, Fencing, and Concession Expansion (retail and food service).

VI. OLD BUSINESS

A. Terminal Area Plan Update

Addressed under Agenda Item V.B (above).

VIII. COMMITTEE MEMBER COMMENTS

Mr. Sande said he appreciated all the work Airport staff were doing.

Mr. Livingston echoed Mr. Sande's comments.

Mr. Henderson announced several local industries were re-opening but said he was not yet clear on which ones could not re-open.

Chair Neary thanked Mr. Henderson for his efforts and said he was looking forward to seeing what positives could be made out of this situation.

IX. ADJOURN

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