



Redmond Municipal Airport-Roberts Field

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**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

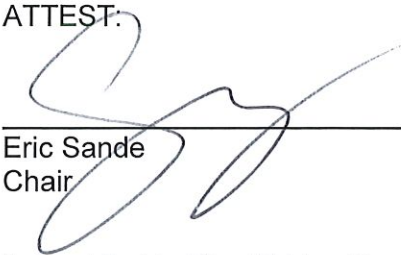
Next Airport Advisory Committee meeting: February 13, 2020, 5:30 p.m. (2nd Thursday)

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

20th day of February, 2020.

ATTEST:


Eric Sande
Chair


Zachary Bass
Airport Director

