



Redmond Municipal Airport-Roberts Field

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**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

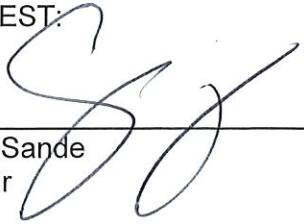
Next Airport Advisory Committee meeting: December 12, 2019, 5:30 p.m. (2nd Thursday)

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

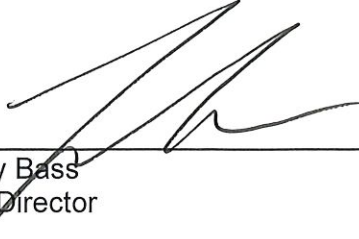
APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this

20th day of February, 2019.

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director

