



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, August 12, 2021
5:30 PM

COMMITTEE MEMBERS

Sean Neary
Chairman

Kelly Coffelt
Vice Chair

Rob Berg
Member

Emma Bryson
Member

Tony DeBone
Member

William Huff
Member

Melanie Kebler
Member

Tim Moor
Member

Eric Sande
Member

Evan Eby
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 2021- Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Terminal Area Expansion Update
 - b) Airport Report
 - c) Construction Updates
- VI. **OLD BUSINESS**
 - a) Taxiway Foxtrot Update
- 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

APRIL

<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>
July	33,032	38,883	46,153	51,550	18,232	(33,318)	-64.63%	-64.63%
August	33,993	39,352	45,508	51,515	20,390	(31,125)	-60.42%	-62.53%
September	29,287	33,346	38,312	44,802	17,519	(27,283)	-60.90%	-62.03%
October	29,400	33,285	38,959	45,195	22,300	(22,895)	-50.66%	-59.37%
November	27,637	32,741	36,357	40,163	18,894	(21,269)	-52.96%	-58.27%
December	27,630	32,847	37,283	42,037	18,428	(23,609)	-56.16%	-57.94%
January	25,768	31,362	35,397	42,610	17,561	(25,049)	-58.79%	-58.06%
February	25,345	29,753	30,841	39,914	18,872	(21,042)	-52.72%	-57.46%
March	29,671	33,456	39,640	19,482	28,296	8,814	45.24%	-52.16%
April	26,536	33,352	35,890	1,863	28,784	26,921	1445.03%	-44.80%
May	29,137	35,338	38,528	5,265				
June	32,966	39,865	45,427	11,648				
Enplanements	350,402	413,580	468,295	396,044	209,276			
Deplanements	348,023	411,552	466,952	395,399	204,890			
Total Passengers	698,425	825,132	935,247	791,443	414,166			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 18/19	FY 19/20	Benchmark	Goal	April 2021	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 17.91	
<i>Airline Cost Per Enplanement (CPE)</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 7.74	
<i>Operating Efficiency</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 21.08	

April

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 144,302	\$ 164,508	\$ 4,627	\$ 162,547	3412.7%
Customer Facility Charge (Car Rental)	\$ 46,965	\$ 51,978	\$ 8,022	\$ 33,495	317.5%
Landing Fees	\$ 108,247	\$ 147,249	\$ 53,642	\$ 143,223	167.0%
Fuel Flowage Fees	\$ 24,371	\$ 26,113	\$ 8,304	\$ 25,115	202.5%
Fuel (Gallons) Jet A	339,155	354,377	103,749	340,925	228.6%
Fuel (Gallons) Avgas 100LL	9,001	18,670	14,873	17,859	20.1%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 55,555	\$ 61,540	\$ 17,382	\$ 53,220	206.2%
Supplemental Security Fee	\$ 26,053	\$ 35,698	\$ 1,773	\$ 26,270	1381.8%
Parking	\$ 290,816	\$ 428,234	\$ 16,957	\$ 247,250	1358.1%
Rental Cars	\$ 90,987	\$ 91,638	\$ 98,539	\$ 87,424	-11.3%
Rental Cars Lot Fees	\$ 6,200	\$ 6,843	\$ 10,235	\$ 7,200	-29.7%
Concession Commissions	\$ 16,362	\$ 22,112	\$ 195	\$ 11,083	5575.3%
General Aviation	\$ 32,203	\$ 39,597	\$ 39,637	\$ 44,250	11.6%
Forest Service Leases	\$ 89,262	\$ 89,497	\$ 90,276	\$ 90,053	-0.2%
Total Revenues for month:	\$ 931,322	\$ 1,165,008	\$ 349,590	\$ 931,129	166.3%
Total Operating Cost for month:	\$ 492,048	\$ 454,664	\$ 553,157	\$ 606,892	9.7%
Cargo (Lbs)	237,947	255,735	261,586	317,275	21.3%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

MAY

<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>
July	33,032	38,883	46,153	51,550	18,232	(33,318)	-64.63%	-64.63%
August	33,993	39,352	45,508	51,515	20,390	(31,125)	-60.42%	-62.53%
September	29,287	33,346	38,312	44,802	17,519	(27,283)	-60.90%	-62.03%
October	29,400	33,285	38,959	45,195	22,300	(22,895)	-50.66%	-59.37%
November	27,637	32,741	36,357	40,163	18,894	(21,269)	-52.96%	-58.27%
December	27,630	32,847	37,283	42,037	18,428	(23,609)	-56.16%	-57.94%
January	25,768	31,362	35,397	42,610	17,561	(25,049)	-58.79%	-58.06%
February	25,345	29,753	30,841	39,914	18,872	(21,042)	-52.72%	-57.46%
March	29,671	33,456	39,640	19,482	28,296	8,814	45.24%	-52.16%
April	26,536	33,352	35,890	1,863	28,784	26,921	1445.03%	-44.80%
May	29,137	35,338	38,528	5,265	35,474	30,209	573.77%	-36.33%
June	32,966	39,865	45,427	11,648				
Enplanements	350,402	413,580	468,295	396,044	244,750			
Deplanements	348,023	411,552	466,952	395,399	241,735			
Total Passengers	698,425	825,132	935,247	791,443	486,485			

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 2021</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	17.14
<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	\$	7.17
<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	\$	13.71

May

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 152,174	\$ 171,427	\$ 14,360	\$ 175,971	1125.4%
Customer Facility Charge (Car Rental)	\$ 46,314	\$ 52,539	\$ 12,009	\$ 41,038	241.7%
Landing Fees	\$ 122,465	\$ 154,406	\$ 50,384	\$ 157,254	212.1%
Fuel Flowage Fees	\$ 26,550	\$ 28,126	\$ 10,164	\$ 28,419	179.6%
Fuel (Gallons) Jet A	368,460	384,471	122,682	393,881	221.1%
Fuel (Gallons) Avgas 100LL	10,827	17,326	22,517	12,105	-46.2%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 59,180	\$ 65,387	\$ 23,715	\$ 63,542	167.9%
Supplemental Security Fee	\$ 28,227	\$ 38,513	\$ 4,863	\$ 33,469	588.3%
Parking	\$ 332,814	\$ 487,716	\$ 21,274	\$ 301,893	1319.1%
Rental Cars	\$ 86,798	\$ 6,991	\$ 9,429	\$ 7,200	-23.6%
Rental Cars Lot Fees	\$ 6,456	\$ 95,135	\$ 98,539	\$ 110,045	11.7%
Concession Commissions	\$ 17,996	\$ 24,554	\$ 660	\$ 13,023	1873.9%
General Aviation	\$ 31,633	\$ 38,534	\$ 38,988	\$ 44,144	13.2%
Forest Service Leases	\$ 89,262	\$ 90,639	\$ 90,276	\$ 90,053	-0.2%
Total Revenues for month:	\$ 999,869	\$ 1,253,968	\$ 374,662	\$ 1,066,050	184.5%
Total Operating Cost for month:	\$ 433,111	\$ 570,266	\$ 566,237	\$ 486,403	-14.1%
Cargo (Lbs)	275,120	297,685	299,367	260,266	-13.1%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

JUNE

<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>
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September	29,287	33,346	38,312	44,802	17,519	(27,283)	-60.90%	-62.03%
October	29,400	33,285	38,959	45,195	22,300	(22,895)	-50.66%	-59.37%
November	27,637	32,741	36,357	40,163	18,894	(21,269)	-52.96%	-58.27%
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January	25,768	31,362	35,397	42,610	17,561	(25,049)	-58.79%	-58.06%
February	25,345	29,753	30,841	39,914	18,872	(21,042)	-52.72%	-57.46%
March	29,671	33,456	39,640	19,482	28,296	8,814	45.24%	-52.16%
April	26,536	33,352	35,890	1,863	28,784	26,921	1445.03%	-44.80%
May	29,137	35,338	38,528	5,265	35,474	30,209	573.77%	-36.33%
June	32,966	39,865	45,427	11,648	42,933	31,285	268.59%	-27.36%
Enplanements	350,402	413,580	468,295	396,044	287,683			
Deplanements	348,023	411,552	466,952	395,399	285,013			
Total Passengers	698,425	825,132	935,247	791,443	572,696			

KEY METRICS						
Revenue Per Enplanement	FY 18/19	FY 19/20	Benchmark	Goal	June 2021	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	23.13
Airline Cost Per Enplanement (CPE)	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	8.29
Operating Efficiency	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$	21.63

June						
REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg	
Passenger Facility Charge	\$ 140,712	\$ 161,896	\$ 56,017	\$ 180,766	222.7%	
Customer Facility Charge (Car Rental)	\$ 58,009	\$ 64,054	\$ 18,921	\$ 50,727	168.1%	
Landing Fees	\$ 257,625	\$ 180,204	\$ 80,442	\$ 181,645	125.8%	
Fuel Flowage Fees	\$ 33,260	\$ 39,269	\$ 15,781	\$ 36,656	132.3%	
Fuel (Gallons) Jet A	459,723	536,343	205,223	510,330	148.7%	
Fuel (Gallons) Avgas 100LL	15,424	24,637	20,222	13,333	-34.1%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%	
Space Usage Fees	\$ 98,553	\$ 74,033	\$ 33,725	\$ 72,392	114.7%	
Supplemental Security Fee	\$ 51,852	\$ 44,835	\$ 11,151	\$ 39,866	257.5%	
Parking	\$ 290,119	\$ 419,967	\$ 84,182	\$ 438,946	421.4%	
Rental Cars	\$ 120,793	\$ 145,275	\$ 17,828	\$ 170,704	857.5%	
Rental Cars Lot Fees	\$ 6,200	\$ 6,700	\$ 7,462	\$ 7,200	-3.5%	
Concession Commissions	\$ 21,456	\$ 28,925	\$ 3,274	\$ 22,973	601.6%	
General Aviation	\$ 31,833	\$ 38,699	\$ 39,316	\$ 45,836	16.6%	
Forest Service Leases	\$ 89,262	\$ 89,655	\$ 90,282	\$ 90,053	-0.3%	
Total Revenues for month:	\$ 1,199,673	\$ 1,293,512	\$ 458,381	\$ 1,337,764	191.8%	
Total Operating Cost for month:	\$ 788,148	\$ 711,639	\$ 814,963	\$ 767,168	-5.9%	
Cargo (Lbs)	296,780	224,365	310,908	259,107	-16.7%	



Redmond Municipal Airport-Roberts Field

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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

Virtual Meeting

MINUTES

May 20, 2021

Committee Members Present: Chair Sean Neary, Tony DeBone, Tim Moor, Eric Sande
(absent: Vice-Chair Kelly Coffelt, Rob Berg, William Huff, Melanie Kebler; **1 vacancy**)

Youth Ex Officio: Evan Eby

City Staff: Zachary Bass, *Airport Director*; Felila Narotski, *Business Coordinator*; Fred LeLacheur, *Airport Engineer*; Leif Anderson, *Contracts & Properties Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II* (minutes contractor)

Visitors: Jay Patrick, *City Council Liaison*; Caleb Thomas; Don Lee; Thomas Headley, *Century West Engineering*; Zachary Boysen; 541-514-8578 (name unknown)

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 5:33 p.m., Thursday, May 20, 2021. He called the roll and confirmed a quorum was not present (3 of 8 members).

II. ANNOUNCEMENTS

Mr. DeBone summarized Deschutes County's response to mask rules.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Neary postponed approval of the March 18, 2021, minutes.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for February and March 2021. Airport activities since the March meeting included the annual TSA (Transportation Security Administration) inspection, an FAA (Federal Aviation Administration) inspection scheduled for June 2021, opening of the U.S. Forest Service tanker base one month earlier than normal to prepare for an expected bad fire season, and restaurants reopening on June 1, 2021. He also provided a brief summary of the Airport's 2021-2022 budget and promised to share the budget with all committee members.

Chair Neary suggested the Airport look at a bond sooner than later to take advantage of current low interest rates.

B. Construction Updates

Mr. LeLacheur and Mr. Bass discussed the status of Airport projects:

- **Executive Hangar** (private development).
- **Fixed-Base Operator Development:** Groundbreaking expected in 30 days. Will start on the temporary office facility next week. Construction time estimated at 9 months.
- **Taxiway Foxtrot:** Out for bid. To avoid potential material shortages, will ask awarded contractor to purchase materials in advance of construction start in March 2022.
- **Quick Turnaround Facility:** The car rental companies want some redesign.

Mr. Bass reported passenger traffic in May 2021 was 98% of that in 2019 with a busy Memorial Day holiday coming up. The 3rd TSA (Transportation Security Administration) lane is ready for dedicated pre-check.

Air service: Avelo Airlines is providing direct service to Burbank 3 times per week. The Chicago seasonal flight is expected to return in summer 2022. Las Vegas is returning in September 2021. A SCASDP (Small Community Air Service Development Program) grant is expected in August 2021. An American Airlines direct daily flight to Dallas, Texas, is expected to start in spring 2022. Mr. Bass promised to send a link to everyone.

Committee concerns included whether commercial traffic was picking up and the impact on business travel of more people working at home.

C. Lease Policy Update (pending Lease Policy Subcommittee final review)

Chair Neary reported the Lease Policy Subcommittee had met a number of times and had good discussions. He suggested scheduling a meeting of the full committee in June to review the new subcommittee draft in depth.

VI. **OLD BUSINESS**

A. Terminal Expansion (ongoing)

1. **Terminal Area Plan Update:** Mr. LeLacheur presented the plan timeline. His summary included the progress (about halfway through), outreach, input presented to date, and next steps.

VII. **NEW BUSINESS**

A. COVID-19 Update

Mr. Bass stated the Airport was still requiring masks for all staff and visitors.

VIII. **COMMITTEE MEMBER COMMENTS**

Mr. DeBone stated he heard about the water cannon and requested e-mail notice in advance of future events.

Mr. Sande shared positive feedback from a couple relocating from Baltimore, Maryland, who were very impressed by the Redmond Airport. Lots of people from all over have been moving here.

IX. ADJOURN

Next Airport Advisory Committee meeting: June 10, 2021, 5:30 p.m. (2nd Thursday)

With no further business, Chair Neary adjourned the meeting at 6:13 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2021.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director