



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, October 14, 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 August 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

JULY

<i>Passengers</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	38,883	46,153	51,550	18,232	52,538	34,306	188.16%	188.16%
August	39,352	45,508	51,515	20,390				
September	33,346	38,312	44,802	17,519				
October	33,285	38,959	45,195	22,300				
November	32,741	36,357	40,163	18,894				
December	32,847	37,283	42,037	18,428				
January	31,362	35,397	42,610	17,561				
February	29,753	30,841	39,914	18,872				
March	33,456	39,640	19,482	28,296				
April	33,352	35,890	1,863	28,784				
May	35,338	38,528	5,265	35,474				
June	39,865	45,427	11,648	42,933				
Enplanements	413,580	468,295	396,044	287,683	52,538			
Deplanements	411,552	466,952	395,399	285,013	52,935			
Total Passengers	825,132	935,247	791,443	572,696	105,473			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>July 2021</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 14.74
<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	\$ 7.44
<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	\$ 6.48

July

REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg
Passenger Facility Charge	\$ 151,430	\$ 164,537	\$ 30,760	\$ 169,152	449.9%
Customer Facility Charge (Car Rental)	\$ 72,064	\$ 76,043	\$ 30,214	\$ 56,532	87.1%
Landing Fees	\$ 199,743	\$ 192,687	151048.36	\$ 266,218	38.2%
Fuel Flowage Fees	\$ 41,351	\$ 44,134	\$ 29,764	\$ 45,174	51.8%
Fuel (Gallons) Jet A	574,002	601,660	406,050	637,033	56.9%
Fuel (Gallons) Avgas 100LL	16,722	28,825	19,148	8,313	-56.6%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 74,710	\$ 81,568	\$ 40,729	\$ 79,426	95.0%
Supplemental Security Fee	\$ 45,240	\$ 47,157	\$ 17,270	\$ 44,977	-4.6%
Parking	\$ 244,895	\$ 353,575	\$ 85,921	\$ 335,486	-5.1%
Rental Cars	\$ 173,743	\$ 204,205	\$ (28,833)	\$ 236,233	-919.3%
Rental Cars Lot Fees	\$ 6,228	\$ 6,700	\$ 6,700	\$ 7,200	7.5%
Concession Commissions	\$ 24,077	\$ 32,463	\$ 7,426	\$ 26,452	256.2%
General Aviation	\$ 32,109	\$ 39,010	\$ 40,693	\$ 44,555	9.5%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 89,749	\$ 90,564	0.9%
Total Revenues for month:	\$ 1,154,788	\$ 1,332,054	\$ 840,620	\$ 1,401,969	66.8%
Total Operating Cost for month:	\$ 328,171	\$ 496,863	\$ 491,756	\$ 340,245	-30.8%
Cargo (Lbs)	289,578	237,954	367,123	252,965	-31.1%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

AUGUST

<i>Passengers</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	38,883	46,153	51,550	18,232	52,538	34,306	188.16%	188.16%
August	39,352	45,508	51,515	20,390	51,788	31,398	153.99%	170.12%
September	33,346	38,312	44,802	17,519				
October	33,285	38,959	45,195	22,300				
November	32,741	36,357	40,163	18,894				
December	32,847	37,283	42,037	18,428				
January	31,362	35,397	42,610	17,561				
February	29,753	30,841	39,914	18,872				
March	33,456	39,640	19,482	28,296				
April	33,352	35,890	1,863	28,784				
May	35,338	38,528	5,265	35,474				
June	39,865	45,427	11,648	42,933				
Enplanements	413,580	468,295	396,044	287,683	104,326			
Deplanements	411,552	466,952	395,399	285,013	99,994			
Total Passengers	825,132	935,247	791,443	572,696	204,320			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 18/19	FY 19/20	Benchmark	Goal	August 2021	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 11.86	
<i>Airline Cost Per Enplanement (CPE)</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.12	
<i>Operating Efficiency</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 7.15	

August						
REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg	
Passenger Facility Charge	\$ 150,287	\$ 173,667	\$ 67,085	\$ 150,898	124.9%	
Customer Facility Charge (Car Rental)	\$ 72,868	\$ 78,666	\$ 37,100	\$ 58,449	57.5%	
Landing Fees	\$ 211,013	\$ 201,174	\$ 204,537	\$ 201,585	0.2%	
Fuel Flowage Fees	\$ 44,314	\$ 43,516	\$ 37,164	\$ 37,159	0.0%	
Fuel (Gallons) Jet A	608,367	592,534	501,489	519,744	3.6%	
Fuel (Gallons) Avgas 100LL	24,693	29,119	29,426	11,105	-62.3%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%	
Space Usage Fees	\$ 73,487	\$ 81,270	\$ 41,712	\$ 73,974	77.3%	
Supplemental Security Fee	\$ 44,345	\$ 46,949	\$ 18,389	\$ 41,407	-11.8%	
Parking	\$ 283,222	\$ 378,909	\$ 96,719	\$ 406,677	7.3%	
Rental Cars	\$ 183,713	\$ 188,568	\$ 108,870	\$ 23,988	-78.0%	
Rental Cars Lot Fees	\$ 6,452	\$ 6,860	\$ 6,700	\$ 7,200	7.5%	
Concession Commissions	\$ 24,194	\$ 33,595	\$ 8,114	\$ 25,593	215.4%	
General Aviation	\$ 32,131	\$ 38,662	\$ 40,370	\$ 45,659	13.1%	
Forest Service Leases	\$ 89,199	\$ 89,976	\$ 89,750	\$ 90,224	0.5%	
Total Revenues for month:	\$ 1,215,224	\$ 1,361,813	\$ 1,063,897	\$ 1,162,813	9.3%	
Total Operating Cost for month:	\$ 557,805	\$ 695,058	\$ 566,372	\$ 370,366	-34.6%	
Cargo (Lbs)	309,180	218,016	347,316	251,898	-27.5%	



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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

August 12, 2021

Virtual Meeting

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

Youth Ex Officio: Evan Eby *absent*

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*.

City Council Liaison: Mayor George Endicott

Visitors: Jessica Sherwood (USFS/BLM Aviation) Don Hepker (Alaska/Horizon Air) Kevin Stockton (RS and H Construction)

Media: None

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, August 12, 2021.

Ms. Shaw called the roll and confirmed a quorum was present (5 of 9 members). Mr. Sande arrived at 5:37 p.m. before approval of the minutes, increasing the number of members present (6 of 9 members) and achieving a quorum.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 Mr. Neary moved to approve the March 18, 2021, May 20, 2021, and June 10, 2021, minutes as presented. Mr. DeBone seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Terminal Area Expansion Update

Mr. Stockton (RS and H) shared a PowerPoint presentation of the new Terminal Area Concept/Construction Plan, focusing on three preliminary design options:

1. Flight

2. Airstream
3. Lodge

Mr. Bass stated:

- The expansion project as a whole is probably going to be one of the most expensive projects in Central Oregon but there are no firm numbers for the project yet
- The Airport has about 20 million in savings currently.
- The Airport receives about \$3 million a year in entitlement money from the FAA--therefore if it's a three-four year project they might be looking at \$12 million in savings and that there is also the possibility of bonding based on airport revenue.

Mr. Bass discussed the Federal infrastructure bill (\$25 billion for National airports)

- The primary funding focus right now is based on the passage of the infrastructure bill.
- 5 billion of the 25 billion is dedicated just to terminals over a five-year period.
- 1 billion dedicated to just small hubs for terminals., (there are only about 40-50 small hubs across the country.)
- The Airport hopes that a good portion of this expansion project can be funded through the infrastructure bill
- Airport staff has a Monday meeting with Senator Wyden and Senator Merkley's people and through the political process will also be talking to the FAA.
- Mr. Bass stated that it's going to be an expensive project and the length of the project is still yet to be determined design and environmental -hoping to start construction in 2023 depending on funding—This project will be a primary airport focus for the next 5+ years

B. Airport Report

Mr. Bass presented the Airport Report

C. Construction Updates

Mr. LeLacheur provided information about ongoing and new projects.

VI. OLD BUSINESS

A. Taxiway Foxtrot Update

Mr. Bass presented the Taxiway Update

VII. NEW BUSINESS

A. COVID-19 Update

Mr. Bass discussed the Federal Mask Mandate (currently in place at all transportation hubs until Sept 13, 2021) and stated that there have been no changes in operations thus far.

VIII. COMMITTEE MEMBER COMMENTS

- Ms. Kebler stated that she prefers the “flight” option but is concerned about the use (or lack of use) of the outdoor spaces during inclement weather.
- Mayor Endicott stated that Ms. Kebler's concerns are valid as his home's Northwest facing deck is not usable in the winter (Mr. Bass stated that the Airports busiest months are in the summer (July/Aug/Sept).

- Ms. Bryson stated her preference for the “flight” option and voiced her concerns about the boarding space between aircrafts being too crowded. Ms. Bryson also asked if moving walkways would be included in the project.
- Mr. Sande stated that he likes the outdoor access (comparing it to the Palm Springs Airport).
- Mr. Sande also stated that he likes all the design options but prefers the “airstream” option because it is less grandiose and therefore not as controversial as the other options (referring to public perception of the previous Airport expansion project in 2008-9).
- Mr. Neary stated he likes the outdoor space design and said that some options would not seem as “grandiose” if they were built in phases. Mr. Neary also stated that he likes all three options but will not comment on one option specifically.
- Mr. Sande voiced concerns about roof design (i.e.: leaking and maintenance) Mr. LeLacheur replied that there have been no issues thus far, but that Mr. Sande’s concerns were valid.
- Mr. Taylor asked if 737’s, and mainline flights are currently able to operate at RDM. Mr. Bass replied that both Avelo and Allegiant airlines are currently operating 737s and that the airport has had intermittent 737 use from the other airlines as well. Mr. Bass stated that the airlines mostly utilize the (76 seat) E175 aircrafts, but the with airport growth the expectation is that airlines will add more larger, main line flights in the future.
- Mr. Huff asked about the Airport’s recent meeting with Amazon. Mr. Bass replied that the airport has provided them with information but has not heard back.

IX. ADJOURN

Next Airport Advisory Committee meeting: October 14, 2021, 5:30 p.m. (2nd Thursday)

With no further business, 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 _____, 2021.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director