



Redmond Municipal Airport-Roberts Field

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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

**Virtual
MINUTES**

November 12, 2020

Airport Event Conference Room, 2522 SE Jesse Butler Circle, Suite 17, Redmond, Oregon

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

Youth Ex Officio: Adriauna Pendergrass absent

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Leif Anderson, *Contracts & Properties Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Don Lee; Lance Neibauer; Thomas Headley, *Century West Engineering*

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, November 12, 2020.

Ms. Prow called the roll and confirmed a quorum was not present (4 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Neary postponed approval of the July 16, 2020, minutes.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented (PowerPoint) the Airport Performance Metrics Reports for July, August, and September 2020. He provided an overview of activities including paperwork updates (City Council, RFPs/RFQs, contracts), Private Hangar Build (an executive-sized hangar expected to break ground within the next two weeks), and potential consolidation of

U.S. Forest Service leases. Assignment of leases is being studied again in response to tenant concerns.

B. Construction Updates

Mr. Bass and Mr. LeLacheur provided status reports on Airport projects:

1. **SRE Building:** About three more weeks of construction. Work is being done on the storage area roof system this week. Wrap-up will include lighting, heating, and similar activities. Punchlist inspections should take place in the next two weeks. Delays were caused by the COVID-19 pandemic and wildfire smoke. Furniture is scheduled for delivery during the second week of December and move-in is expected by Christmas.
2. **TSA 3rd Lane:** Equipment for the 3rd TSA (definition) lane arrived a few weeks ago. The 3rd lane will be used as a pre-check lane. As of yesterday, the project is finally up and ready to go.
3. **Terminal Area Plan:** Due to start in December 2020. Redmond Municipal Airport has been identified as a “small hub” for the first time. Redmond is still learning how this rating will impact Airport operations.
4. **SRE Vehicles:** The equipment arrived two weeks ago. The Airport is ready to start plowing.
5. **Taxiway Foxtrot:** Rehabilitation of this taxiway is needed to bring it up to new FAA guidelines. This taxiway is over 20 years old and is the primary taxiway to the primary runway (523). The majority of this project will be funded by the FAA. This will be the last major Airport pavement project for the next 10 years. The project is scheduled to start in summer 2021.
6. **Quick Turnaround:** On hold since late summer 2020.
7. **Fencing:** On hold until spring 2021.
8. **Concession Expansion:** On hold. Still only a café.

Ms. Shaw reported Christmas decorations were up which added a little holiday cheer.

C. Air Service Update

Mr. Bass presented (PowerPoint) an overview which included current air service, forward-looking schedule, and flight reduction comparisons. Redmond’s air service reductions have been far less than those at other airports. Some markets have been reduced due to the pandemic and several new markets have been initiated within last 12 months. Redmond Airport’s demand declined less than the national and Oregon averages. Redmond has rebounded stronger than the national average since May 2020. Redmond Airport is doing better than most in Oregon though revenues are down. More in-depth conversations about next year’s budget will be starting early next year. The air service consultant will be available at the January 2021 meeting.

VI. **OLD BUSINESS**

A. Terminal Area Plan

See Agenda Item V.B.3 (above).

B. Tower Radar

Mr. Bass reported the FAA approved additional tower hours, but the contract tower operators will have to add more staff. The tower chief has been told they can start the new hours within the next one to two months.

C. Leasing Policy Update/Conversation

Mr. Bass recommended postponing this discussion to the January 2021 meeting.

VII. NEW BUSINESS

A. COVID-19 Update

Mr. Bass briefly discussed (PowerPoint) ongoing challenges due to the COVID-19 pandemic.

Committee members asked if there had been any issues with individuals inside the Airport or on the airplanes refusing to wear masks. Mr. Bass replied no. The Airport has focused on education, but most people realize they have to wear a mask if they're going to fly.

VIII. COMMENTS FROM CITIZENS

Mr. Neibauer expressed concern about the City of Redmond not following (honoring) the lease program adopted in 2015. He has been speaking with the City Attorney, but that approach is going nowhere. Chair Neary thanked Mr. Neibauer for sharing this information but noted the Airport Advisory Committee was not the appropriate venue to address this concern. He suggested Mr. Neibauer talk with the City Attorney and the City Manager.

IX. COMMITTEE MEMBER COMMENTS

Mr. Livingston announced his Bend City Council term would end on December 31, 2020, meaning this was his last meeting. He commended Mr. Bass, the Airport team, and Chair Neary for their hard work over the last four years.

IX. ADJOURN

With no further business, Chair Neary adjourned the meeting at 6:27 p.m.

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

14th day of January, 2021.

ATTEST:



Sean Neary
Chair



Zachary Bass
Airport Director

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