



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, December 9, 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 October 2021 Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Terminal Area Expansion Update
 - b) Airport Report
 - c) Air Service Update; Winter Expectations
- VI. **OLD BUSINESS**
 - a) Taxiway Foxtrot Update
 - b) FBO Construction 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

SEPTEMBER

<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	41,146	23,627	134.87%	159.12%
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	145,472			
Deplanements	411,552	466,952	395,399	285,013	141,280			
Total Passengers	825,132	935,247	791,443	572,696	286,752			

KEY METRICS

	FY 18/19	FY 19/20	Benchmark	Goal	September 2021
<i>Revenue Per Enplanement</i>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 18.36
<i>Airline Cost Per Enplanement (CPE)</i>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.80
<i>Operating Efficiency</i>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 18.50

September

REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg
Passenger Facility Charge	\$ 141,138	\$ 172,107	\$ 75,514	\$ 143,480	90.0%
Customer Facility Charge (Car Rental)	\$ 60,954	\$ 65,834	\$ 34,467	\$ 48,378	40.4%
Landing Fees	\$ 165,379	\$ 172,874	\$ 133,774	\$ 172,289	-0.3%
Fuel Flowage Fees	\$ 30,089	\$ 38,238	\$ 23,628	\$ 31,134	31.8%
Fuel (Gallons) Jet A	414,952	522,833	318,019	437,810	37.7%
Fuel (Gallons) Avgas 100LL	14,890	23,422	19,525	6,956	-64.4%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 63,813	\$ 72,841	\$ 38,471	\$ 69,402	80.4%
Supplemental Security Fee	\$ 37,270	\$ 40,662	\$ 16,077	\$ 37,981	-6.6%
Parking	\$ 264,933	\$ 400,990	\$ 146,890	\$ 416,236	3.8%
Rental Cars	\$ 130,350	\$ 141,505	\$ 107,383	\$ 165,988	54.6%
Rental Cars Lot Fees	\$ 6,531	\$ 7,587	\$ 6,700	\$ 7,200	7.5%
Concession Commissions	\$ 20,614	\$ 27,880	\$ 7,293	\$ 22,578	209.6%
General Aviation	\$ 32,535	\$ 38,524	\$ 41,496	\$ 46,063	11.0%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 89,749	\$ 90,224	0.5%
Total Revenues for month:	\$ 1,042,804	\$ 1,269,017	\$ 1,039,226	\$ 1,250,952	20.4%
Total Operating Cost for month:	\$ 546,854	\$ 616,381	\$ 631,074	\$ 761,012	20.6%
Cargo (Lbs)	298,291	197,577	332,099	245,584	-26.1%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

OCTOBER

<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	41,146	23,627	134.87%	159.12%
October	33,285	38,959	45,195	22,300	41,523	19,223	86.20%	138.39%
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	186,995			
Deplanements	411,552	466,952	395,399	285,013	180,981			
Total Passengers	825,132	935,247	791,443	572,696	367,976			

KEY METRICS

	FY 18/19	FY 19/20	Benchmark	Goal	October 2021
<i>Revenue Per Enplanement</i>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 17.83
<i>Airline Cost Per Enplanement (CPE)</i>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.06
<i>Operating Efficiency</i>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 14.00

October

REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg
Passenger Facility Charge	\$ 146,782	\$ 154,147	\$ 82,068	\$ 166,698	103.1%
Customer Facility Charge (Car Rental)	\$ 50,798	\$ 57,095	\$ 35,231	\$ 46,170	31.1%
Landing Fees	\$ 149,492	\$ 169,405	\$ 147,937	\$ 142,785	-15.7%
Fuel Flowage Fees	\$ 28,302	\$ 35,835	\$ 26,172	\$ 31,428	20.1%
Fuel (Gallons) Jet A	389,151	485,381	356,003	439,456	23.4%
Fuel (Gallons) Avgas 100LL	15,168	26,544	17,882	9,521	-46.8%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 64,156	\$ 71,897	\$ 44,703	\$ 69,389	55.2%
Supplemental Security Fee	\$ 37,521	\$ 40,052	\$ 20,280	\$ 37,363	-6.7%
Parking	\$ 363,386	\$ 510,478	\$ 161,561	\$ 409,318	-19.8%
Rental Cars	\$ 98,983	\$ 108,451	\$ 104,824	\$ 129,219	23.3%
Rental Cars Lot Fees	\$ 6,700	\$ 7,403	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 23,272	\$ 22,130	\$ 9,166	\$ 21,360	133.0%
General Aviation	\$ 34,166	\$ 40,276	\$ 45,593	\$ 47,849	4.9%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 89,749	\$ 90,224	0.5%
Total Revenues for month:	\$ 1,092,756	\$ 1,307,143	\$ 1,164,640	\$ 1,199,003	3.0%
Total Operating Cost for month:	\$ 496,796	\$ 653,492	\$ 483,657	\$ 575,915	19.1%
Cargo (Lbs)	276,720	240,586	307,697	246,040	-20.0%



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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

October 14, 2021

Virtual Meeting

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

Youth Ex Officio: Evan Eby *absent*

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

City Council Liaison: none present

Visitors: Don Hepker (Alaska/Horizon Airlines) Tom Headley (Century West Engineering) Max Moncrief, (American Airlines)

Media: None

(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 5:32 p.m., Thursday, October 14, 2021.

Mr. Neary called the roll and confirmed a quorum was present (5 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 Mr. Sande moved to approve the August 2021; minutes as presented.
Mr. Coffelt seconded the motion which passed unanimously (5/0/0)

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Air Service Update

Mr. Bass discussed Enplanements for June and July (Highest ever at RDM!)
Mr. Bass discussed Alaska Airlines pulling PDX flights and SAN flights in Oct/Nov
Ms. Bryson provided more information about pilot shortages from her perspective
Mr. Bass discussed new Aha! Flights to Reno beginning November 5, 2021

VI. OLD BUSINESS

A. Terminal Area Expansion Update

Mr. Bass presented the Airport Terminal Expansion Update (*PowerPoint presentation*)
RDM has been reclassified from a Small Regional Airport to a Small Hub
RDM is recovering faster than other similar airports nationally

The Terminal Expansion project will be broken into five phases

Phase One is the second floor, West Side build out.

Phase Two is building out more ticketing for the airlines more airline office space, and an expansion of the outbound baggage, and baggage make up area

Phase Three is expanding baggage pickup and building second floor office spaces for the administration in the future

Phase Four is building out the rest of that second floor to the east, and continuing with providing 11 total jet bridges

Phase Five is internal (administrative offices will move above baggage claim to that new second story, car rentals will move to the current admin space, so we can add on to the TSA Security Checkpoint (maybe adding two or three lanes.)

There will be around 27,000 square feet of new construction on the first floor, and then almost 11,000 square feet of renovation of current space. The big push is going to be the third upper new second floor, with almost 75,000 square feet of new construction and almost 15,000 square feet of renovation, putting us at about 111,000, square feet of new construction and about 45,000, square feet of renovation (right now we're at 140,000, square feet) This will push us up to about 250,000, square feet of space at the airport.

Costs:

Phase One: 85 to 96 million

Phase Two: 22 to 25 million

Phase Three: 25 to 30 million

Phase Four: 32 to 35 million

Phase Five: nine to 10 million

Total Project: 170-200 million total

Funding:

20 million in Airport Fund

25 million from Airport Revenue Bond

16.5 million in Forecasted Revenue

20 million forecasted FAA Infrastructure Bill

40-50 million Terminal Specific Funding (FAA)

Connect Oregon possibility of funding

Total of 120-130 million in funding

Design of project (selected in November 2021) will be 9.5 to 10 million funded from Airport fund (reimbursed from FAA entitlement grant 3.3 million) Begin project in 2023

Mr. Coffelt discussed his thoughts and concerns about future revenues from the expansion project

Mr. Bass and Mr. LeLacheur discussed future for revenue (new Airline Operating Agreements runway expansion, and unprecedented availability of FAA funds)

Mr. Sande discussed his concerns about anti-growth pushback about the cost and price increases from local community and businesses based on what happened during the last expansion (Bend Businesses, Aviation sector) Previous project was 45 million

Mr. Bass has been presenting the project to local community groups for the past two months focusing on the current growth of the area and noise pollution education

Max Moncrief (American Airlines) voiced his concern about the expansion's impact on aircraft parking space and customer service at RDM

B. Construction Updates

Mr. LeLacheur provided information about ongoing and new projects:

Fixed Base Operator (FBO) Leading Edge Jet Center Expansion

Hayden Watson (Private Hangar)

Taxiway Foxtrot Project

Airfield Electrical Project (new technology)

Mr. Bass discussed a new higher brand Hotel Project and Neighbor Impact expansion

VII. NEW BUSINESS

Jayde Davis appointed as new Airport Security Manager

New Full-time Facilities Supervisor Position Posted

No COVID updates (masks still required until January 2022)

VIII. COMMITTEE MEMBER COMMENTS

None

IX. ADJOURN

Next Airport Advisory Committee meeting: December 9th, 2021, 5:30 p.m. (2nd Thursday)

With no further business, Chair Neary adjourned the meeting at 6:10 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