



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, January 14, 2021
5:30 PM

COMMITTEE MEMBERS

Sean Neary
Chairman

Kelly Coffelt
Vice Chair

Daniel Bahlman
Member

Rob Berg
Member

Tony DeBone
Member

William Huff
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. **SWEARING IN OF NEW COMMITTEE MEMBERS**
 - 1) Tony DeBone—Bend
 - 2) Evan Eby-Youth Ex-Officio
- V. **APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes November 2020- Exhibit A
 - b) Committee Meeting Minutes July 2020- Exhibit B
- VI. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
 - c) **Lease Update**
- VII. **OLD BUSINESS**
 - a) Tower Hours
- VIII. **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

OCTOBER

<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	22,260	(22,935)	-50.75%	-59.39%
November	27,637	32,741	36,357	40,163				
December	27,630	32,847	37,283	42,037				
January	25,768	31,362	35,397	42,610				
February	25,345	29,753	30,841	39,914				
March	29,671	33,456	39,640	19,482				
April	26,536	33,352	35,890	1,863				
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	78,401			
Deplanements	348,023	411,552	466,952	395,399	76,393			
Total Passengers	698,425	825,132	935,247	791,443	154,794			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Oct 2020</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 15.98
<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	\$ 9.57
<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	\$ 21.66

October

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 124,457	\$ 146,782	\$ 154,147	\$ 82,068	-46.8%
Customer Facility Charge (Car Rental)	\$ 45,584	\$ 50,798	\$ 57,095	\$ 34,623	-39.4%
Landing Fees	\$ 118,963	\$ 149,492	\$ 169,405	\$ 147,937	-12.7%
Fuel Flowage Fees	\$ 20,822	\$ 28,302	\$ 35,835	\$ 26,172	-27.0%
Fuel (Gallons) Jet A	293,866	389,151	485,381	356,003	-26.7%
Fuel (Gallons) Avgas 100LL	3,585	15,168	26,544	17,882	-32.6%
Fuel Tank Fees	\$ (6,676)	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 61,271	\$ 64,032	\$ 71,597	\$ 44,790	-37.4%
Supplemental Security Fee	\$ 29,483	\$ 37,521	\$ 40,052	\$ 20,280	-49.4%
Parking	\$ 301,807	\$ 363,386	\$ 510,478	\$ 161,561	-68.4%
Rental Cars	\$ 91,727	\$ 98,983	\$ 108,451	\$ 104,824	-3.3%
Rental Cars Lot Fees	\$ 6,200	\$ 6,700	\$ 7,403	\$ 7,200	-2.7%
Concession Commissions	\$ 16,512	\$ 20,548	\$ 27,838	\$ -	-100.0%
General Aviation	\$ 33,665	\$ 34,166	\$ 40,276	\$ 45,593	13.2%
Forest Service Leases	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
Total Revenues for month:	\$ 914,284	\$ 1,089,909	\$ 1,312,552	\$ 764,796	-41.7%
Total Operating Cost for month:	\$ 440,679	\$ 496,796	\$ 653,492	\$ 482,201	-26.2%
Cargo (Lbs)	250,888	276,720	240,586	307,697	27.9%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

NOVEMBER

<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%
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October	29,400	33,285	38,959	45,195	22,260	(22,935)	-50.75%	-59.39%
November	27,637	32,741	36,357	40,163	18,894	(21,269)	-52.96%	-58.28%
December	27,630	32,847	37,283	42,037				
January	25,768	31,362	35,397	42,610				
February	25,345	29,753	30,841	39,914				
March	29,671	33,456	39,640	19,482				
April	26,536	33,352	35,890	1,863				
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June	32,966	39,865	45,427	11,648				
Enplanements	350,402	413,580	468,295	396,044	97,295			
Deplanements	348,023	411,552	466,952	395,399	95,112			
Total Passengers	698,425	825,132	935,247	791,443	192,407			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Nov 2020</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 15.17
<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	\$ 11.53
<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	\$ 26.64

November

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 118,736	\$ 127,561	\$ 154,096	\$ 62,742	-59.3%
Customer Facility Charge (Car Rental)	\$ 35,183	\$ 39,519	\$ 39,226	\$ 21,429	-45.4%
Landing Fees	\$ 121,238	\$ 133,141	\$ 149,952	\$ 154,834	3.3%
Fuel Flowage Fees	\$ 18,867	\$ 25,811	\$ 30,342	\$ 23,892	-21.3%
Fuel (Gallons) Jet A	266,282	353,998	410,791	325,524	-20.8%
Fuel (Gallons) Avgas 100LL	3,248	14,731	22,671	15,788	-30.4%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 61,023	\$ 61,727	\$ 65,359	\$ 45,594	-30.2%
Supplemental Security Fee	\$ 29,334	\$ 35,835	\$ 35,576	\$ 17,339	-51.3%
Parking	\$ 287,389	\$ 294,359	\$ 403,224	\$ 118,160	-70.7%
Rental Cars	\$ 92,321	\$ 105,232	\$ 69,093	\$ 98,539	42.6%
Rental Cars Lot Fees	\$ 6,200	\$ 7,344	\$ 6,953	\$ 7,200	3.6%
Concession Commissions	\$ 15,941	\$ 19,896	\$ 25,952	\$ -	-100.0%
General Aviation	\$ 32,518	\$ 32,838	\$ 39,905	\$ 42,239	5.8%
Forest Service Leases	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
Total Revenues for month:	\$ 889,219	\$ 972,463	\$ 1,109,652	\$ 681,717	-38.6%
Total Operating Cost for month:		\$ 486,600	\$ 602,181	\$ 503,329	-16.4%
Cargo (Lbs)	278,729	273,508	228,682	250,959	9.7%



Redmond Municipal Airport-Roberts Field

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www.flyrdm.com

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 _____ day of _____, 2020.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director



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Exhibit B

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

Virtual MINUTES July 16, 2020

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Felila Narotski, *Business Coordinator*; Fred LeLacheur, *Airport Engineer*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: None

Visitors: Corie Ochs, *American Airlines*; Karen Aldrich, *TSA*; 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

Chair Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:32 p.m., Thursday, July 16, 2020.

Ms. Prow 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

A. Committee Meeting Minutes May 2020

Motion 1 (5/0/0): Mr. Sande moved to approve the May 14, 2020; minutes as presented. Mr. Livingston seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass discussed (PowerPoint) paperwork updates approved by City Council over the last few months, operational highlights, air service (passengers, flights), budget for fiscal year 2020-2021, staffing, and financial impacts due to the COVID-19 pandemic. City Council

approved the 2020-21 budget about three weeks ago. Passenger numbers over the last two weeks are better than they were two months ago. Air service is projected to recover to 80% of normal by early 2021; it will probably take two to three years to return to pre-COVID-19 levels if nothing else occurs.

Chair Neary outlined results of the Request for Qualifications for Airport legal services. Following evaluation of the responses, the Airport decided to continue its relationship with Bryant Lovlien & Jarvis.

Committee members expressed concerns about the flight loss status, Visit Bend's projected lodging occupancy rates, COVID-19 impact on flight projections, and why people aren't flying.

Ms. Ochs offered to share nonconfidential information with the Airport.

C. COVID-19 Updates

Mr. Bass summarized (PowerPoint) the Airport's response to financial impacts experienced by airlines, car rental companies, concessions/retail, advertisers, and tenants. All deferred costs must be paid back by the end of January 2021. He outlined steps the Airport was taking to improve safety for passengers, visitors, and staff. Due to unresolved legal issues, Redmond Airport will not be taking people's temperatures before allowing them to board a plane unless ordered by the governor and/or the Oregon Health Authority.

B. Construction Updates

Mr. Bass presented (PowerPoint) a brief status report on the following construction projects:

1. **SRE (Snow Removal Equipment) Building:** Construction continuing.
2. **TSA (Transportation Security Administration) 3rd lane:** Infrastructure in place.
3. **Terminal Area Plan:** Expected to start in August 2020 and take about a year. Staff and the consultant are considering if the pandemic situation will change anything.
4. **SRE Vehicles:** Under construction and expected to be ready for winter 2020.
5. **Taxiway Foxtrot:** Starting summer 2021. Most of the project is funded by the FAA (Federal Aviation Administration). The current taxiway is over 20 years old and, per new FAA guidelines, will be widened from 50 feet to 75 feet. This should be the last major pavement project for the next decade.
6. **Quick Turnaround:** On hold.
7. **RPZ (Runway Protection Zone) Fencing:** On hold.
8. **Concession Expansion (retail):** On hold. Only the downstairs café is open.
9. **Concession Expansion (café):** On hold.

VI. **OLD BUSINESS**

- A. Terminal Area Plan
See V.B.3 (above).

VII. **NEW BUSINESS**

None.

VIII. COMMITTEE MEMBER COMMENTS

Ms. Pendergrass announced she was working at Leading Edge Jet Center in Bend, had an interesting job, and was learning a lot.

Mr. Henderson reported tourism in Deschutes County was very strong. The county health department and the hospital provide weekly briefings and are very worried about tourism’s impact on community health in Central Oregon. County commissioners met with Redmond City Council on July 14. Based on the number of permits issued by Redmond and Deschutes County, building doesn’t seem to be slowing down. More permits have been issued this year than in 2019. A lot of people want to move here. This isn’t the recession of 2007, 2008, and 2009.

Mr. Sande stated that – without marketing – hotel and motel occupancy rates were over 90% for weekends and 70% midweek. Visitors are coming from Florida, Nevada, and Australia.

Mr. Livingston said he was seeing a lot of license plates from all over the country, though some might be new residents. Bend City Council voted last night to reinstitute the City Manager’s travel advisory. Many citizens are concerned about the number of tourists. Unemployment is still at 16%, but it doesn’t feel like it did in 2008. He stated the real estate and construction industries could lead us out of the COVID-caused recession. Housing prices in Bend for May or June were down 4.5% from 2019 and inventory is tight. Many light industrial businesses want to expand. He’s looking forward to seeing how quickly we can recover.

Chair Neary reported REDI (Redmond Economic Development, Inc.) was on the news last night about light industrial business expansions such as Medline and BASX Solutions. He thanked committee members and guests for attending today’s meeting.

Mr. Bass promised to share a video presentation entitled “COVID-19 Recovery and Passenger Expectations” (June 2020) and other research information as it becomes available.

IX. ADJOURN

With no further business, Chair Neary adjourned the meeting at 6:23 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2020.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director