



Redmond Municipal Airport-Roberts Field  
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## Exhibit C

### REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

Virtual Meeting

MINUTES

June 10, 2021

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

**Youth Ex Officio:** *Evan Eby absent*

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

**City Council Liaison:** Jay Patrick

**Visitors:** Corie Ochs, *American Airlines*; Donna Westerlund; J. Fred Hadlich, *AI Systems, Inc.*; Joe Roshak, *Century West Engineering*; Jon Stark, *REDI (Redmond Economic Development, Inc.)*; 541-480-5438 (name unknown); 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 special meeting of the Redmond Municipal Airport Advisory Committee to order at 5:30 p.m., Thursday, June 10, 2021. He called the roll and confirmed a quorum was present (5 of 9 members).

#### II. ANNOUNCEMENTS

At Chair Neary's invitation, all committee members introduced themselves.

#### III. COMMENTS FROM CITIZENS

None.

#### IV. AIRPORT STAFF BRIEFINGS REPORTS & PRESENTATIONS

##### A. Lease Policy

Chair Neary, Mr. Hadlich, and Mr. Stark provided introductory comments about the lease update process.

Mr. Bass discussed the purpose, history/timeline, subcommittee membership, and key changes in the new draft lease policy compared to the existing lease policy. Mr. Anderson added details about how hangar lease rent and reversion deferral fees would be calculated.

Mr. Stark noted that many other airports also utilized a reversion deferral fee.

Councilor Patrick asked how disagreements among subcommittee members were resolved. Chair Neary replied the new lease policy draft represented 98% consensus by subcommittee members.

Mr. Hadlich commended Mr. Anderson's assistance with the lease policy update process.

**Motion 1** (5/0/0): Mr. Sande moved to recommend the new lease policy draft as presented to City Council for approval. The motion was seconded by Mr. Moore and passed unanimously.

Mr. Bass stated he planned to present the new draft lease policy to Council in early July. He thanked everyone involved in the lease policy update process.

**V. COMMITTEE MEMBER COMMENTS**

None.

**VI. ADJOURN**

Next Airport Advisory Committee meeting: July 15, 2021, 5:30 p.m. (3<sup>rd</sup> Thursday)

With no further business, Chair Neary adjourned the meeting at 6:15 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this  
13th \_\_\_\_\_ day of \_\_\_\_\_ August \_\_\_\_\_, 2021.

ATTEST:



Sean Neary  
Chair



Zachary Bass  
Airport Director

TITLE	Committee Minutes June 2021
FILE NAME	Committee Minutes...cial Meeting).pdf
DOCUMENT ID	6de4abc5d79c2b39f3f8bad231c8ef73aa2febe6
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

## Document History



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