



**Redmond Municipal Airport-Roberts Field**

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## REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

### EXHIBIT A

Virtual Meeting

MINUTES

May 14, 2020

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

**Youth Ex Officio:** *Auna Pendergrass absent*

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

**City Council Liaison:** Jay Patrick

**Visitors:** Andy Nager, *Hangar Tenant*; Donna Westerlund, *Horizon Airlines*; Jeff Puller, *Redmond Fire and Rescue*; Joe Roshak and Thomas Headley, *Century West Engineering*; Julia Theisen, *Visit Central Oregon*; Ken Kehmna, *Redmond Fire and Rescue*; Matthew Brawn, *Aviano RDM LLC*; Michael Dinsmore, *Commute-By-Plane*; Nelson Carrick, *Leading Edge Jet Center*; Trina Froehlich, *Mead & Hunt, Inc.*

**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 (virtual) meeting of the Redmond Municipal Airport Advisory Committee to order at 5:35 p.m., Thursday, May 14, 2020.

Chair Neary called the roll and confirmed the presence of a quorum (6 of 9 members). Mr. Berg arrived after approval of the minutes, increasing the quorum to 7 of 9 members.

#### II. ANNOUNCEMENTS

None.

#### III. COMMENTS FROM CITIZENS

None.

#### IV. APPROVAL OF MINUTES

**Motion 1** (6/0/0): Mr. Livingston moved to approve the minutes of February 20, 2020, as presented. Mr. Sande seconded the motion which passed unanimously.

**V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**

C. Airline Industry Update

Ms. Froehlich discussed (PowerPoint) impacts on U.S. airline traffic over the last 40 years, U.S. airline capacity reductions, TSA (Transportation Security Administration) throughput down 94% since the last week of March 2020, projected 2020 U.S. domestic revenue loss, CARES Act support summary, Redmond Cares Act impact, Redmond capacity impacts pre-COVID to now, 1<sup>st</sup> quarter airline performance, recovery projections, and what Redmond can do to be ready to reopen.

**VII. NEW BUSINESS**

A. COVID-19

Mr. Bass discussed (PowerPoint) financial impacts to the Airport due to the COVID-19 virus and what was being done to help Airport tenants.

Committee concerns included requests for cash payout from the CARES grant, taking advantage of lower construction costs to move some projects to a higher priority, airline industry studies regarding passengers' safety risk due to COVID-19, and airlines in danger of bankruptcy.

Mr. Bass responded to committee concerns, noting all airports were concerned about customer confidence in the safety of air travel. Redmond Airport is taking advantage of the current slow period to make airfield and landside improvements including paperwork updates. The Airport implemented a hiring freeze, so no open positions have been filled. Staff are proactively reaching out to assist passengers. Redmond Airport's biggest concern is bringing customers back and making sure they feel safe and comfortable traveling.

**V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS (continued)**

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for January, February, and March 2020. City Budget Committee meetings will start on June 2; the Airport's budget will be reviewed on June 3, 2020. He has been working closely with the U.S. Forest Service and the tanker base in case of forest fires. He promised to keep everyone updated and invited members to e-mail questions to him.

B. Construction Updates

Mr. Bass provided progress reports (PowerPoint) on ten construction projects including the SRE (Snow Removal Building), 3<sup>rd</sup> TSA Lane, Parking Lot, Vendor Lot, Taxi Lane Expansion, Terminal Area Plan, SRE Vehicles, Taxiway Foxtrot, Rental Car Quick Turnaround Facility, Fencing, and Concession Expansion (retail and food service).

**VI. OLD BUSINESS**

A. Terminal Area Plan Update

Addressed under Agenda Item V.B (above).

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. Sande said he appreciated all the work Airport staff were doing.

Mr. Livingston echoed Mr. Sande's comments.

Mr. Henderson announced several local industries were re-opening but said he was not yet clear on which ones could not re-open.

Chair Neary thanked Mr. Henderson for his efforts and said he was looking forward to seeing what positives could be made from this situation.

**IX. ADJOURN**

With no further business, Chair Neary adjourned the meeting at 6:30 p.m.

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

ATTEST:

*Sean M. Neary*

*Zachary Bass*

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Sean Neary  
Chair

\_\_\_\_\_  
Zachary Bass  
Airport Director

<b>TITLE</b>	May 2020 Minutes for Approval Tonight
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## Document History



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**07 / 16 / 2020**

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15:32:15 UTC-8

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15:32:23 UTC-8

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SIGNED

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08:04:07 UTC-8

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