



Redmond Municipal Airport-Roberts Field  
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**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**  
**Virtual Meeting**  
**MINUTES**  
**May 20, 2021**

**Committee Members Present:** Chair Sean Neary, Tony DeBone, Tim Moor, Eric Sande  
(absent: Vice-Chair Kelly Coffelt, Rob Berg, William Huff, Melanie Kebler; **1 vacancy**)

**Youth Ex Officio:** Evan Eby

**City Staff:** Zachary Bass, *Airport Director*; Felila Narotski, *Business Coordinator*; Fred LeLacheur,

*Airport Engineer*; Leif Anderson, *Contracts & Properties Manager*; Keith Witcosky, *City Manager*;  
Cameron Prow, *TYPE-Write II* (minutes contractor)

**Visitors:** Jay Patrick, *City Council Liaison*; Caleb Thomas; Don Lee; Thomas Headley, *Century West Engineering*; Zachary Boysen; 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 regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:33 p.m., Thursday, May 20, 2021. He called the roll and confirmed a quorum was not present (3 of 8 members).

**II. ANNOUNCEMENTS**

Mr. DeBone summarized Deschutes County's response to mask rules.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

Due to lack of a quorum, Chair Neary postponed approval of the March 18, 2021, minutes.

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

**A. Airport Report**

Mr. Bass presented Airport Performance Metrics Reports for February and March 2021. Airport activities since the March meeting included the annual TSA (Transportation Security Administration) inspection, an FAA (Federal Aviation Administration) inspection scheduled for June 2021, opening of the U.S. Forest Service tanker base one month earlier than normal to prepare for an expected bad fire season, and restaurants reopening on June 1, 2021. He also provided a brief summary of the Airport's 2021-2022 budget and promised to share the budget with all committee members.

Chair Neary suggested the Airport look at a bond sooner than later to take advantage of current low interest rates.

B. Construction Updates

Mr. LeLacheur and Mr. Bass discussed the status of Airport projects:

- **Executive Hangar** (private development).
- **Fixed-Base Operator Development:** Groundbreaking expected in 30 days. Will start on the temporary office facility next week. Construction time estimated at 9 months.
- **Taxiway Foxtrot:** Out for bid. To avoid potential material shortages, will ask awarded contractor to purchase materials in advance of construction start in March 2022.
- **Quick Turnaround Facility:** The car rental companies want some redesign.

Mr. Bass reported passenger traffic in May 2021 was 98% of that in 2019 with a busy Memorial Day holiday coming up. The 3<sup>rd</sup> TSA (Transportation Security Administration) lane is ready for dedicated pre-check.

**Air service:** Avelo Airlines is providing direct service to Burbank 3 times per week. The Chicago seasonal flight is expected to return in summer 2022. Las Vegas is returning in September 2021. A SCASDP (Small Community Air Service Development Program) grant is expected in August 2021. An American Airlines direct daily flight to Dallas, Texas, is expected to start in spring 2022. Mr. Bass promised to send a link to everyone.

Committee concerns included whether commercial traffic was picking up and the impact on business travel of more people working at home.

C. Lease Policy Update (pending Lease Policy Subcommittee final review)

Chair Neary reported the Lease Policy Subcommittee had met a number of times and had good discussions. He suggested scheduling a meeting of the full committee in June to review the new subcommittee draft in depth.

**VI. OLD BUSINESS**

A. Terminal Expansion (ongoing)

1. **Terminal Area Plan Update:** Mr. LeLacheur presented the plan timeline. His summary included the progress (about halfway through), outreach, input presented to date, and next steps.

**VII. NEW BUSINESS**

A. COVID-19 Update

Mr. Bass stated the Airport was still requiring masks for all staff and visitors.

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. DeBone stated he heard about the water cannon and requested e-mail notice in advance of future events.

Mr. Sande shared positive feedback from a couple relocating from Baltimore, Maryland, who were very impressed by the Redmond Airport. Lots of people from all over have been moving here.

**IX. ADJOURN**

Next Airport Advisory Committee meeting: June 10, 2021, 5:30 p.m. (2<sup>nd</sup> Thursday)

With no further business, Chair Neary adjourned the meeting at 6:13 p.m.

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

ATTEST:

*Sean M Neary*

*Zachary Bass*

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Sean Neary  
Chair

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Zachary Bass  
Airport Director

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## Document History



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