



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, March 18, 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

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. **SWEARING IN OF NEW COMMITTEE MEMBERS**
 - 1) Melanie Kebler—Bend City Council
 - 2) Evan Eby-Youth Ex-Officio
- V. **APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes January 2021- Exhibit A
- VI. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
 - c) Lease Policy Update
- VII. **OLD BUSINESS**
 - a) Terminal Area Plan Update
 - b) Tower Radar
- VIII. **NEW BUSINESS**
 - a) COVID-19 UPDATE
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **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

DECEMBER

<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	22,300	(22,895)	-50.66%	-59.37%
November	27,637	32,741	36,357	40,163	18,894	(21,269)	-52.96%	-58.27%
December	27,630	32,847	37,283	42,037	18,428	(23,609)	-56.16%	-57.94%
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	115,763			
Deplanements	348,023	411,552	466,952	395,399	114,761			
Total Passengers	698,425	825,132	935,247	791,443	230,524			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Dec 2020</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 18.80
<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	\$ 11.67
<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	\$ 34.55

December

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 92,423	\$ 111,128	\$ 154,618	\$ 59,917	-61.2%
Customer Facility Charge (Car Rental)	\$ 12,428	\$ 39,004	\$ 42,933	\$ 17,421	-59.4%
Landing Fees	\$ 119,272	\$ 139,118	\$ 143,871	\$ 146,992	2.2%
Fuel Flowage Fees	\$ 18,684	\$ 26,760	\$ 30,012	\$ 21,793	-27.4%
Fuel (Gallons) Jet A	263,190	371,494	408,751	297,777	-27.1%
Fuel (Gallons) Avgas 100LL	3,726	10,794	19,992	13,558	-32.2%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 60,609	\$ 64,066	\$ 68,861	\$ 50,397	-26.8%
Supplemental Security Fee	\$ 29,086	\$ 37,546	\$ 38,021	\$ 17,616	-53.7%
Parking	\$ 218,603	\$ 241,602	\$ 459,098	\$ 180,788	-60.6%
Rental Cars	\$ 76,985	\$ 90,961	\$ 105,345	\$ 98,539	-6.5%
Rental Cars Lot Fees	\$ 6,224	\$ 7,249	\$ 7,158	\$ 7,200	0.6%
Concession Commissions	\$ 16,145	\$ 20,458	\$ 28,540	\$ -	-100.0%
General Aviation	\$ 31,906	\$ 32,612	\$ 39,271	\$ 50,881	29.6%
Forest Service Leases	\$ 70,470	\$ 89,199	\$ 89,975	\$ 89,749	-0.3%
Total Revenues for month:	\$ 752,834	\$ 899,702	\$ 1,207,703	\$ 741,293	-38.6%
Total Operating Cost for month:	\$ 550,091	\$ 565,442	\$ 603,267	\$ 636,654	5.5%
Cargo (Lbs)	303,988	185,597	267,104	271,382	1.6%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

JANUARY

<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>
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Enplanements	350,402	413,580	468,295	396,044	133,324			
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Total Passengers	698,425	825,132	935,247	791,443	263,912			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Jan 2021</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 18.56
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Jan 2021</i>
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 9.67
<i>Operating Efficiency</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Jan 2021</i>
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 32.36

January

REVENUES (by Fiscal Year)	2017/18	2018/19	2019/20	2020/21	% Chg
Passenger Facility Charge	\$ 148,910	\$ 167,911	\$ 205,972	\$ 62,807	-69.5%
Customer Facility Charge (Car Rental)	\$ 36,463	\$ 39,955	\$ 42,527	\$ 20,706	-51.3%
Landing Fees	\$ 106,201	\$ 139,043	\$ 201,337	\$ 116,784	-42.0%
Fuel Flowage Fees	\$ 17,098	\$ 23,165	\$ 28,379	\$ 19,035	-32.9%
Fuel (Gallons) Jet A	240,155	315,806	390,174	258,031	-33.9%
Fuel (Gallons) Avgas 100LL	4,099	15,126	15,243	13,898	-8.8%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 54,090	\$ 58,074	\$ 78,598	\$ 37,629	-52.1%
Supplemental Security Fee	\$ 25,174	\$ 33,164	\$ 44,459	\$ 15,436	-65.3%
Parking	\$ 279,968	\$ 379,589	\$ 384,952	\$ 157,366	-59.1%
Rental Cars	\$ 60,899	\$ 92,839	\$ 107,377	\$ 98,539	-8.2%
Rental Cars Lot Fees	\$ 6,578	\$ 6,700	\$ 6,817	\$ 7,200	5.6%
Concession Commissions	\$ 14,581	\$ 19,202	\$ 24,795	\$ -	-100.0%
General Aviation	\$ 31,646	\$ 32,125	\$ 39,830	\$ 42,934	7.8%
Forest Service Leases	\$ 70,470	\$ 89,199	\$ 89,975	\$ 90,674	0.8%
Total Revenues for month:	\$ 852,077	\$ 1,080,966	\$ 1,255,019	\$ 669,110	-46.7%
Total Operating Cost for month:	\$ 421,147	\$ 510,785	\$ 788,917	\$ 568,302	-28.0%
Cargo (Lbs)	260,398	228,609	243,259	272,487	12.0%



Redmond Municipal Airport-Roberts Field

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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

Virtual

MINUTES

January 14, 2021

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

Youth Ex Officio: Evan Eby

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Jesse Petersen, *Redmond Police Department*; Leif Anderson, *Contracts & Properties Manager*; Keith Leitz, *Human Resources Director/City Attorney*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

Visitors: Alex Polvi; David McRae; Don Lee; Don Wilson; J. Fred Hadlich; Jeff Puller; **Jim (noLastName)**; Joe Roshak, *Century West Engineering*; Jon Hadlich; Jon Stark, *Redmond Economic Development, Inc.*; Lance Neibauer; M. Wilson; Matt McGowan; Stanley Clark; Tony Taylor; Mayor George Endicott, *City Council Liaison*

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 5:30 p.m., Thursday, January 14, 2021.

Ms. Prow called the roll and confirmed a quorum was present (5 of 8 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. SWEARING IN OF NEW COMMITTEE MEMBERS

Mayor Endicott administered the Oath of Office to new Bend representative Tony DeBone.

Mr. DeBone introduced himself, summarizing his employment and experience.

V. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Sande moved to approve the July 16 and November 12, 2020; minutes as presented. Mr. Bahlman seconded the Motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

B. Construction Updates

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

1. **SRE (Snow Removal Equipment) Building:** Construction of this 42,000-square-foot building should be completed in the next week or two.
2. **TSA (Transportation Security Administration) 3rd lane:** Infrastructure is in place for a dedicated pre-check line.
3. **Terminal Area Plan:** Predesign of the proposed terminal expansion is underway. Construction is currently expected to start in 2023-2024 but could be postponed a year or two, depending on impact of the COVID-19 pandemic.
4. **SRE Vehicles:** The new multi-use equipment has been delivered.
5. **Taxiway Foxtrot:** Design is about 50% done. Construction is expected to start in summer 2021 to replace this facility which is over 20 years old to assure it complies with new FAA (Federal Aviation Administration) guidelines. This taxiway will be closed in phases and everybody will be updated. Runway 5-23 will still be available.
6. **Quick Turnaround:** On hold indefinitely. Design is 100% done but the car companies have been impacted by the pandemic.
7. **RPZ (Runway Protection Zone) Fencing:** On hold until late summer 2021. Moving forward with a preliminary design but construction is not yet scheduled.
8. **Concession Expansion (retail):** On hold.
9. **Concession Expansion (café):** On hold.

A. Airport Report

Mr. Bass reported air service was running at 55-60% of last year. Some airlines are pulling back, while others are moving forward (Alaska Airlines is going to San Jose starting in March 2021). The Airport is applying for a \$1.3 million Small Community Air Service grant to incentivize American Airlines to start direct daily service to Dallas, Texas. There's potential for a new airline to serve a California destination Redmond Airport does not currently have. An Airport consultant will provide a better briefing at the February or March meeting.

C. Leasing Policy Update

Mr. Bass discussed (PowerPoint) why the lease policy was needed, history and timeline (review process), why an update was needed, key changes, and next steps. He stated the Airport will take the time needed to consult with stakeholders and others. He recapped key questions and discussion at the January 5, 2021, stakeholder meeting (42 participants), infrastructure investments over the last five years (\$75.5 million), future investment opportunities, and next steps. Information and visitor comments at this meeting will be shared with absent committee members.

Visitor concerns, comments, questions, and suggestions included:

- Attracting and retaining businesses on the airport.
- Does the current policy allow a hangar owner to move its hangar to another airport?
- How does the Airport determine the right mix of commercial and general aviation leases?

- Insurance required.
- Is the Airport trying to retain general aviation on the airfield or not?
- Language inconsistencies between older and newer versions of the leasing policy.
- Lease language does not reflect the lease policy approved by City Council.
- Lease standards for sub-lessees (transfers).
- Lessee maintenance of hangars toward the end of the lease.
- Number of five-year extensions in the 2015 ground lease policy is confusing.
- Tie fees to economic growth in this rural area.
- **First right of refusal:** why the City, not the hangar owner, has this.
- **Hangar valuation:** prices will be depressed by limiting all lessees to two 5-year extensions.
- **Lease extensions:** number allowed, financial impact of limiting the number, length, why allowed in the old policy but not the current policy.
- **Lease length:** why leases should run longer than 20 years.
- **Minimum standards:** who must meet.
- **Public involvement in the lease policy update:** stakeholders, hangar owners.
- **Reversion clause:** causes conflict, counterproductive to economic growth, potential for it to go up, why Redmond uses this when other airports do not, number of businesses Redmond has lost due to the reversion clause.

Chair Neary stated the Airport Committee was not changing the reversion clause at this meeting, was not changing anyone's lease, and wanted to make sure all stakeholders have input into the update process. He asked staff to provide a list of airports that use and do not use reversion clauses. Reconvening a subcommittee to work on the lease policy update could be helpful. Anyone interested should contact Mr. Bass or Ms. Shaw.

Mr. Bass noted that reversion clauses are "best practice" for an airport's financial stability. Redmond Airport is self-supporting and does not receive any General Fund revenue.

Committee comments included responding to visitor concerns at a future meeting.

VII. OLD BUSINESS

A. Tower Hours

Mr. Bass announced evening tower hours had been extended to 10 p.m.

VIII. NEW BUSINESS

A. COVID-19 Update

Not addressed due to lack of time.

IX. COMMITTEE MEMBER COMMENTS

Chair Neary welcomed Mr. Eby, new Youth Ex Officio, to the Airport Committee. Mr. Eby introduced himself, summarizing his employment and interest in aviation. He is working to earn a pilot's license at Sisters Airport. Mayor Endicott was not present to administer the Oath of Office when Mr. Eby arrived.

Mr. DeBone stated he was available for decision-point discussion but not for subcommittee work.

X. ADJOURN

With no further business, Chair Neary adjourned the meeting at 7 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