



Redmond Municipal Airport-Roberts Field  
2522 SE JESSE BUTLER CIRCLE, #17  
REDMOND, OR 97756  
541.504.3499  
FAX: 541.548.0591  
RDM@flyrdm.com  
www.flyrdm.com

## AIRPORT COMMITTEE

Thursday, October 13th, 2022  
5:30 PM

### COMMITTEE MEMBERS

Sean Neary  
*Chairman*

Kelly Coffelt  
*Vice Chair*

Emma Bryson  
*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. **APPROVAL OF MINUTES**
  - a) Committee Meeting Minutes August 2022 Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Terminal Area Expansion Update
  - b) Airport Report – Airline Operating Agreement Update
  - c) Construction Updates – Upcoming Projects
- VI. **OLD BUSINESS**
  - a) Budget Review
- VII. **NEW BUSINESS**
  - a) Air Service Updates – Mead & Hunt Conference
- 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](mailto: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

**JUNE**

<i>Passengers</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	38,883	46,153	51,550	18,232	52,538	34,306	188.16%	188.16%
<b>August</b>	39,352	45,508	51,515	20,390	51,788	31,398	153.99%	170.12%
<b>September</b>	33,346	38,312	44,802	17,519	41,146	23,627	134.87%	159.12%
<b>October</b>	33,285	38,959	45,195	22,300	41,523	19,223	86.20%	138.39%
<b>November</b>	32,741	36,357	40,163	18,894	39,821	20,927	110.76%	133.03%
<b>December</b>	32,847	37,283	42,037	18,428	37,746	19,318	104.83%	128.54%
<b>January</b>	31,362	35,397	42,610	17,561	32,944	15,383	87.60%	123.15%
<b>February</b>	29,753	30,841	39,914	18,872	34,265	15,393	81.57%	117.99%
<b>March</b>	33,456	39,640	19,482	28,296	44,052	15,756	55.68%	108.22%
<b>April</b>	33,352	35,890	1,863	28,784	42,644	13,860	48.15%	99.96%
<b>May</b>	35,338	38,528	5,265	35,474	42,889	7,415	20.90%	88.50%
<b>June</b>	39,865	45,427	11,648	42,933	48,671	5,738	13.37%	77.29%
<b>Enplanements</b>	<b>413,580</b>	<b>468,295</b>	<b>396,044</b>	<b>287,683</b>	<b>510,027</b>			
<b>Deplanements</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>503,651</b>			
<b>Total Passengers</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>1,013,678</b>			

**KEY METRICS**

<b>Revenue Per Enplanement</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>June 2022</b>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 20.44
<b>Airline Cost Per Enplanement (CPE)</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 7.20
<b>Operating Efficiency</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 22.11

**June**

<b>REVENUES (by Fiscal Year)</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 161,896	\$ 56,017	\$ 195,455	\$ 169,682	-13.2%
Customer Facility Charge (Car Rental)	\$ 64,054	\$ 19,821	\$ 50,558	\$ 52,191	3.2%
Landing Fees	\$ 180,204	\$ 80,442	\$ 181,645	\$ 183,403	1.0%
Fuel Flowage Fees	\$ 39,269	\$ 15,781	\$ 36,657	\$ 40,022	9.2%
Fuel (Gallons) Jet A	536,343	205,223	510,333	560,425	9.8%
Fuel (Gallons) Avgas 100LL	24,637	20,222	13,333	11,316	-15.1%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 74,033	\$ 33,725	\$ 72,392	\$ 80,185	10.8%
Supplemental Security Fee	\$ 44,835	\$ 11,151	\$ 39,866	\$ 45,003	12.9%
Parking	\$ 419,967	\$ 84,182	\$ 438,946	\$ 516,564	17.7%
Rental Cars	\$ 145,275	\$ 17,828	\$ 170,704	\$ 151,471	-11.3%
Rental Cars Lot Fees	\$ 6,700	\$ 7,462	\$ 7,200	\$ 5,400	-25.0%
Concession Commissions	\$ 28,925	\$ 3,274	\$ 22,973	\$ 33,738	46.9%
General Aviation	\$ 38,699	\$ 39,316	\$ 45,836	\$ 49,580	8.2%
Forest Service Leases	\$ 89,655	\$ 90,282	\$ 90,053	\$ 90,531	0.5%
<b>Total Revenues for month:</b>	<b>\$ 1,293,512</b>	<b>\$ 459,281</b>	<b>\$ 1,352,285</b>	<b>\$ 1,417,771</b>	<b>4.8%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 711,639</b>	<b>\$ 814,963</b>	<b>\$ 1,434,887</b>	<b>\$ 948,488</b>	<b>-33.9%</b>
Cargo (Lbs)	224,365	310,908	259,107	233,670	-9.8%



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**JULY**

<i>Passengers</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>2022/23</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	46,153	51,550	18,232	52,538	51,893	(645)	-1.23%	-1.23%
<b>August</b>	45,508	51,515	20,390	51,788				
<b>September</b>	38,312	44,802	17,519	41,146				
<b>October</b>	38,959	45,195	22,300	41,523				
<b>November</b>	36,357	40,163	18,894	39,821				
<b>December</b>	37,283	42,037	18,428	37,746				
<b>January</b>	35,397	42,610	17,561	32,944				
<b>February</b>	30,841	39,914	18,872	34,265				
<b>March</b>	39,640	19,482	28,296	44,052				
<b>April</b>	35,890	1,863	28,784	42,644				
<b>May</b>	38,528	5,265	35,474	42,889				
<b>June</b>	45,427	11,648	42,933	48,671				
<b>Enplanements</b>	<b>468,295</b>	<b>396,044</b>	<b>287,683</b>	<b>510,027</b>	<b>51,893</b>			
<b>Deplanements</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>503,651</b>	<b>52,405</b>			
<b>Total Passengers</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>1,013,678</b>	<b>104,298</b>			

**KEY METRICS**

<b>Revenue Per Enplanement</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>July 2022</b>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 15.44
<b>Airline Cost Per Enplanement (CPE)</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.82
<b>Operating Efficiency</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 7.31

**July**

<b>REVENUES (by Fiscal Year)</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 164,537	\$ 30,760	\$ 169,152	\$ 161,312	-4.6%
Customer Facility Charge (Car Rental)	\$ 76,043	\$ 30,214	\$ 57,785	\$ 65,832	13.9%
Landing Fees	\$ 192,687	\$ 151,048	\$ 266,218	\$ 203,896	-23.4%
Fuel Flowage Fees	\$ 44,134	\$ 29,764	\$ 45,174	\$ 44,779	-0.9%
Fuel (Gallons) Jet A	601,660	406,050	637,033	628,235	-1.4%
Fuel (Gallons) Avgas 100LL	28,825	19,148	8,313	11,461	37.9%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 81,269	\$ 40,729	\$ 79,426	\$ 96,667	21.7%
Supplemental Security Fee	\$ 47,157	\$ 17,270	\$ 44,977	\$ 53,272	18.4%
Parking	\$ 353,575	\$ 85,921	\$ 335,486	\$ 365,681	9.0%
Rental Cars	\$ 204,205	\$ (28,833)	\$ 233,236	\$ 229,828	-1.5%
Rental Cars Lot Fees	\$ 6,700	\$ 6,700	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 32,463	\$ 7,426	\$ 26,452	\$ 37,458	41.6%
General Aviation	\$ 39,010	\$ 40,693	\$ 44,555	\$ 49,207	10.4%
Forest Service Leases	\$ 89,975	\$ 89,749	\$ 90,564	\$ 90,531	0.0%
<b>Total Revenues for month:</b>	<b>\$ 1,331,755</b>	<b>\$ 501,441</b>	<b>\$ 1,400,225</b>	<b>\$ 1,405,663</b>	<b>0.4%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 497,863</b>	<b>\$ 491,756</b>	<b>\$ 542,224</b>	<b>\$ 379,212</b>	<b>-30.1%</b>
Cargo (Lbs)	237,954	367,123	252,965	217,632	-14.0%



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**AUGUST**

<i>Passengers</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>2022/23</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	46,153	51,550	18,232	52,538	51,893	(645)	-1.23%	-1.23%
<b>August</b>	45,508	51,515	20,390	51,788	51,789	1	0.00%	-0.62%
<b>September</b>	38,312	44,802	17,519	41,146				
<b>October</b>	38,959	45,195	22,300	41,523				
<b>November</b>	36,357	40,163	18,894	39,821				
<b>December</b>	37,283	42,037	18,428	37,746				
<b>January</b>	35,397	42,610	17,561	32,944				
<b>February</b>	30,841	39,914	18,872	34,265				
<b>March</b>	39,640	19,482	28,296	44,052				
<b>April</b>	35,890	1,863	28,784	42,644				
<b>May</b>	38,528	5,265	35,474	42,889				
<b>June</b>	45,427	11,648	42,933	48,671				
<b>Enplanements</b>	<b>468,295</b>	<b>396,044</b>	<b>287,683</b>	<b>510,027</b>	<b>103,682</b>			
<b>Deplanements</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>503,651</b>	<b>102,471</b>			
<b>Total Passengers</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>1,013,678</b>	<b>206,153</b>			

**KEY METRICS**

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>August 2022</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 18.24
<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	\$ 7.39
<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	\$ 9.74

**August**

<b>REVENUES (by Fiscal Year)</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 173,667	\$ 67,085	\$ 150,898	\$ 180,684	19.7%
Customer Facility Charge (Car Rental)	\$ 78,666	\$ 37,100	\$ 58,856	\$ 59,460	1.0%
Landing Fees	\$ 201,174	\$ 204,537	\$ 201,585	\$ 236,335	17.2%
Fuel Flowage Fees	\$ 43,516	\$ 37,164	\$ 37,159	\$ 51,064	37.4%
Fuel (Gallons) Jet A	592,534	501,489	519,744	716,112	37.8%
Fuel (Gallons) Avgas 100LL	29,119	29,426	11,105	13,374	20.4%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 80,971	\$ 41,712	\$ 73,974	\$ 94,367	27.6%
Supplemental Security Fee	\$ 46,949	\$ 18,389	\$ 41,407	\$ 51,946	25.5%
Parking	\$ 378,909	\$ 96,719	\$ 406,677	\$ 507,979	24.9%
Rental Cars	\$ 188,568	\$ 108,870	\$ 239,875	\$ 212,978	-11.2%
Rental Cars Lot Fees	\$ 6,860	\$ 6,700	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 33,595	\$ 8,114	\$ 25,593	\$ 35,687	39.4%
General Aviation	\$ 38,662	\$ 40,370	\$ 45,659	\$ 47,856	4.8%
Forest Service Leases	\$ 89,975	\$ 89,749	\$ 90,224	\$ 90,531	0.3%
<b>Total Revenues for month:</b>	<b>\$ 1,361,513</b>	<b>\$ 756,510</b>	<b>\$ 1,379,107</b>	<b>\$ 1,576,087</b>	<b>14.3%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 695,058</b>	<b>\$ 566,372</b>	<b>\$ 599,141</b>	<b>\$ 504,273</b>	<b>-15.8%</b>
Cargo (Lbs)	218,016	347,316	251,898	222,433	-11.7%



**Redmond Municipal Airport-Roberts Field**

2522 SE Jesse Butler Circle, Suite 17

Redmond, OR 97756

Phone 541-504-3499

Fax 541-548-0591

[RDM@flyrdm.com](mailto:RDM@flyrdm.com)

[www.flyrdm.com](http://www.flyrdm.com)

**Exhibit A**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

**MINUTES**

**August 11, 2022**

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

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

**City Staff:** Zachary Bass, *Airport Director*; Fred LeLacheur, *Airport Engineer*; and Ben Wolfe, *Airport Operations Manager*

**City Council Liaison:** Councilman Jay Patrick (Mayor George Endicott, *absent*)

**Visitors:** Joe Roshak *Century West Engineering*, and Max Moncrief, *American Airlines*

**Media:** None

*(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, August 11, 2022

Mr. Neary called the roll and confirmed a quorum was present (5 of 9 members).

Jefferson County Committee Member spot is still vacant

**II. ANNOUNCEMENTS**

None.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

Mr. Sande motioned to approve the February 2022 and April 2022 Committee Meeting minutes and Mr. DeBone seconded the motion. (Meeting minutes were unanimously approved by committee members)

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

**A. New Business Update**

Mr. Bass stated, that as the Airport grows, the Airport will continue to add staff. A new Airport Finance Manager will be the next new position which will be advertised in the next few weeks.

**B. Staff Briefing**

Mr. LeLacheur discussed the status of the Terminal Building Project and the schematic design process that is currently just beginning.

**C. Construction Updates**

Mr. LeLacheur discussed the completion of the Taxiway F project and the extensive coordination efforts by all airport staff and users during the project.

**D. Air Service Update**

- Mr. Bass discussed the new Avelo Palm Springs flight beginning in November of 2022 and Avelo’s potential interest in an additional Las Vegas flight.
- There will be no more Alaska Airlines Q-400 commercial service aircraft by October 2022—Alaska will utilize jets only in the future.

Prior to the end of the meeting, Airport Committee members and attendees took a tour of the new Snow Removal and Equipment (SRE) building, hosted by Airport Operations Manager, Ben Wolfe, followed by a tour of the new Leading Edge (Sky Service) FBO Hangar and facility provided by the FBO manager, Nelson Carrick.

**VIII. COMMITTEE MEMBER COMMENTS**

**IX. ADJOURN**

Next Airport Advisory Committee meeting: October 13<sup>th</sup>, 2022, at 5:30 p.m. (2<sup>nd</sup> Thursday)

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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
Sean Neary  
Chair

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