



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE
Thursday, August 11, 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

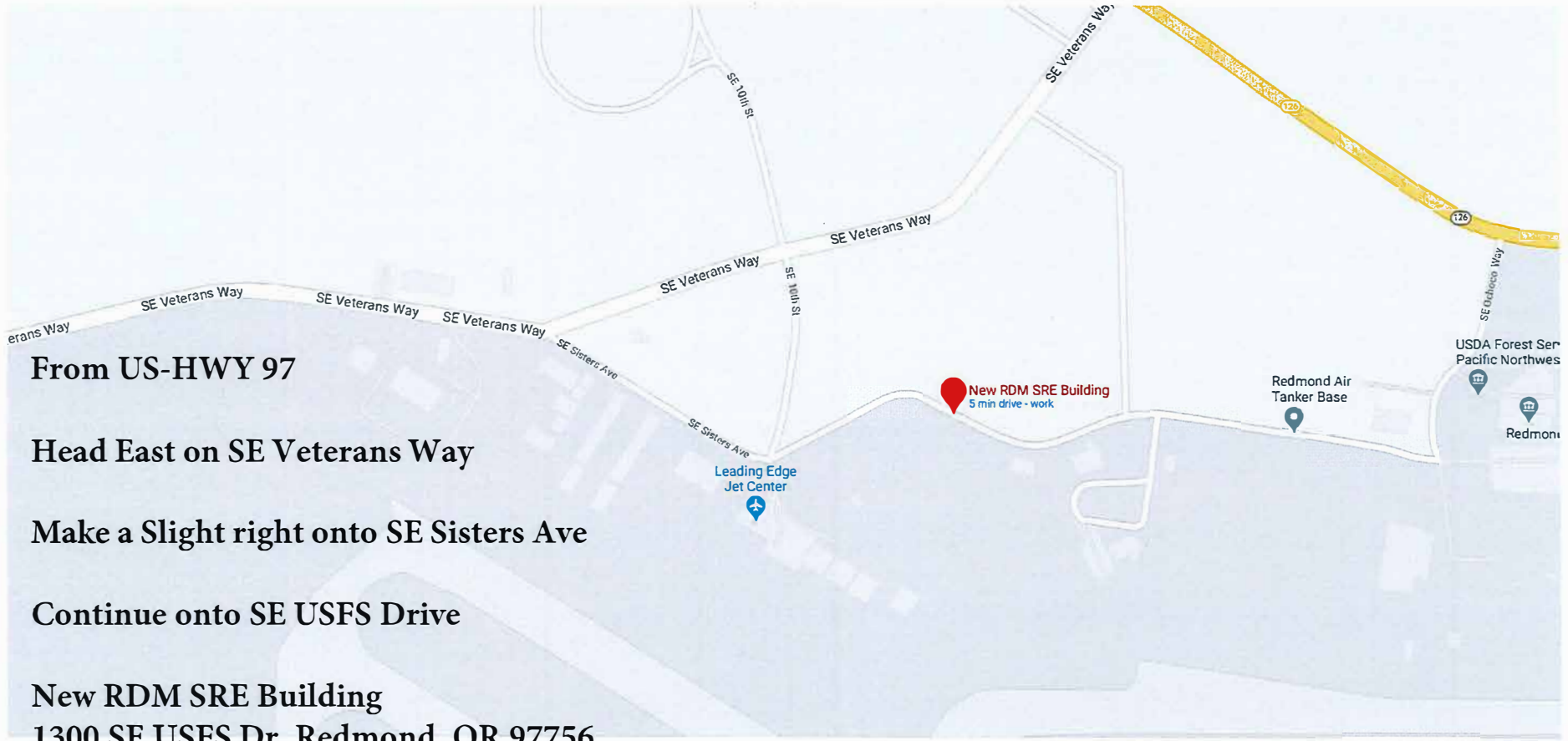
George Endicott
Alternate Council Liaison

MEETING AGENDA

- I. CALL TO ORDER/ROLL CALL**
- II. ANNOUNCEMENTS**
- III. COMMENTS FROM CITIZENS**
- IV. APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes February 2022 Exhibit A
 - b) Committee Meeting Minutes April 2022 Exhibit B
- V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Terminal Area Expansion Update
 - b) Airport Report – Airline Operating Agreement Update
 - c) Construction Updates – Upcoming Projects
 - d) SRE Tour
 - e) FBO Tour
- VI. OLD BUSINESS**
 - a) Taxiway Foxtrot Update – Engineer Report
- 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 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.

New RDM SRE Building





Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

MAY

<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>
July	38,883	46,153	51,550	18,232	52,538	34,306	188.16%	188.16%
August	39,352	45,508	51,515	20,390	51,788	31,398	153.99%	170.12%
September	33,346	38,312	44,802	17,519	41,146	23,627	134.87%	159.12%
October	33,285	38,959	45,195	22,300	41,523	19,223	86.20%	138.39%
November	32,741	36,357	40,163	18,894	39,821	20,927	110.76%	133.03%
December	32,847	37,283	42,037	18,428	37,746	19,318	104.83%	128.54%
January	31,362	35,397	42,610	17,561	32,944	15,383	87.60%	123.15%
February	29,753	30,841	39,914	18,872	34,265	15,393	81.57%	117.99%
March	33,456	39,640	19,482	28,296	44,052	15,756	55.68%	108.22%
April	33,352	35,890	1,863	28,784	42,644	13,860	48.15%	99.96%
May	35,338	38,528	5,265	35,474	42,889	7,415	20.90%	88.50%
June	39,865	45,427	11,648	42,933				
Enplanements	413,580	468,295	396,044	287,683	461,356			
Deplanements	411,552	466,952	395,399	285,013	454,622			
Total Passengers	825,132	935,247	791,443	572,696	915,978			

KEY METRICS						
Revenue Per Enplanement	FY 18/19	FY 19/20	Benchmark	Goal	May 2022	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 20.14	
Airline Cost Per Enplanement (CPE)	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.63	
Operating Efficiency	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 17.83	

May						
REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg	
Passenger Facility Charge	\$ 171,427	\$ 14,360	\$ 175,971	\$ 177,290	0.7%	
Customer Facility Charge (Car Rental)	\$ 52,539	\$ 12,007	\$ 41,038	\$ 46,563	13.5%	
Landing Fees	\$ 154,406	\$ 50,384	\$ 157,254	\$ 170,314	8.3%	
Fuel Flowage Fees	\$ 28,126	\$ 10,164	\$ 28,419	\$ 35,620	25.3%	
Fuel (Gallons) Jet A	384,471	122,682	393,881	499,277	26.8%	
Fuel (Gallons) Avgas 100LL	17,326	22,517	12,105	9,584	-20.8%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%	
Space Usage Fees	\$ 65,387	\$ 23,715	\$ 63,542	\$ 73,464	15.6%	
Supplemental Security Fee	\$ 38,513	\$ 4,863	\$ 33,469	\$ 40,490	21.0%	
Parking	\$ 487,716	\$ 21,274	\$ 301,893	\$ 518,719	71.8%	
Rental Cars	\$ 95,135	\$ 98,539	\$ 110,045	\$ 132,881	20.8%	
Rental Cars Lot Fees	\$ 6,991	\$ 9,429	\$ 7,200	\$ 7,200	0.0%	
Concession Commissions	\$ 24,554	\$ 660	\$ 13,023	\$ 27,688	112.6%	
General Aviation	\$ 38,534	\$ 38,988	\$ 44,144	\$ 47,861	8.4%	
Forest Service Leases	\$ 90,639	\$ 90,276	\$ 90,053	\$ 90,531	0.5%	
Total Revenues for month:	\$ 1,253,967	\$ 374,660	\$ 1,066,050	\$ 1,368,619	28.4%	
Total Operating Cost for month:	\$ 570,266	\$ 566,237	\$ 501,406	\$ 764,653	52.5%	
Cargo (Lbs)	297,685	299,367	260,266	218,025	-16.2%	



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Exhibit A
REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES

February 10, 2022

Virtual Meeting

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

Youth Ex Officio: Evan Eby *absent*

City Staff: Zachary Bass, *Airport Director*; Fred LeLacheur, *Airport Engineer*; Leif Anderson, *Airport Contracts & Properties Manager*

City Council Liaison: Mayor George Endicott and Councilman Jay Patrick

Visitors: Russ Deane, *Oregon Experience Development*, Max Moncrief, *American Airlines*, and Joe Roshak, *Century West Engineering*

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, February 10, 2022

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

Jefferson County Committee member Rob Berg's term has expired. New Committee member Wayne Fording has been appointed by the Mayor but has yet to be officially sworn in.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 Mr. Sande moved to approve the December 2021; minutes as presented.
Mr. DeBone seconded the motion which passed unanimously (5/0/0)

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. New Development Update

- Introduction of Russ Deane—Oregon Experience Development Shareholder
- Discussion of “The Oregon Experience” project
Motor-sports development opportunity for old golf course near the airport
- 5-mile racing surface—testing/training facility and car condos
- Training for state agencies/federal agencies

B. Staff Briefing

Mr. Bass discussed agreements for future changes:

- Car Rental Request for Proposal (RFP)
- New Airport contracts and leases
- New Hotel near the fairgrounds (awaiting deposit) but moving forward
- Quick Turn Around (QTA) Rental Car Facility
- New Forest Service Hangar lease
- New Terminal Advertising agreements
- New Neighbor Impact expansion project
- Fixed Base Operator (FBO) new 30,000 sq ft hangar with 5,000 office-space for Leading Edge Jet Center (currently underway)

C. Construction Updates

Mr. LeLacheur discussed the Taxiway Foxtrot Project /Airfield Electrical Update Project start-March 21st (90-day project) \$10 million (paid for by FAA AIP Grant 100%)

- Rehab of primary of taxiway F to primary runway 5-23

6 phases to minimize operational issues and tenant issues

Phase 1-concrete construction of ramp March 21-April 29

Phase 2—actual work on taxiway—closing areas of airfield periodically

All aircraft using 11-29 (5-23 closed) 30 calendar days

Phase 3- closure of taxiway and runway intersections (14 days)

Phase 4 –7 days rerouting traffic

Phase 5 -Part A: 2-day closure of runway 5-23

Part B: 2-day closure of the airfield at night

D. General Aviation (GA) Site Selection Survey

RDM needs more General aviation (non-commercial) space for private and corporate hangars, T-Hangars, and maintenance hangars”

- RDM needs new hangar development (50+ people on the t-hangar wait list)
- The GA Site Selection Survey will focus on land development costs, road access, rock removal, utilities etc... (FAA won't release land to non-aviation use)

Site #1: Old Golf Course North GA Area 139 acres

Site #2: East GA Area 99 acres

Site #3: South GA area 252 acres

- RDM will hold off on Oregon Experience raceway until site results are finalized

Mr. DeBone asked: “Will there would be an increase of flights utilizing this area?”

Mr. Bass stated that: “It depends on the use” (flight school or private planes)

Mr. Huff asked: “Has the airport discussed cargo development with Amazon or other entities?” *Mr. Bass stated that “he has not heard back from them yet but will reach out after project is developed”*

E. Terminal Expansion Project Review

1. 2nd floor Hold room 70,000 sq ft new space, Jet Bridges (99-110 mill)
2. Expansion of ticketing, airline storage, outbound baggage makeup area
3. Inbound Baggage claim expansion and second floor future offices
4. Build out to the east of the 2nd floor hold room
5. Admin offices upstairs rental car office to current admin office area expansion of TSA

\$178-202 million total

- \$95 mill in available funds to start project (includes main infrastructure bill \$18 mill)
- Seeking Terminal infrastructure bill
- 25 mill airport funds

The concept design is complete, RDM will select a full design company soon (have received 5 bids total from national companies) Project set to start April 2022

RFP selection criteria:

- Qualifications-35 pts
- Experience-25 pts
- Project understanding and approach-25pts
- Approach to project management -15 pts

Selection committee will hold interviews with final council approval mid-March

- 4 airport personnel members
- 2 committee members (Sean Neary/Eric Sande)
- 2 city staff members (City Engineer and Public Works)
- 1 elected official (Jay Patrick)

FAA Infrastructure Bill requirements:

- Equity
- Labor
- Regional climate
- Made in America
- Justice 40
- 5-year term
- scope limited to available funds
- Task order process/phasing expected depending on funding
- Alternative construction delivery method for seamless project process

F. Air Service Update

- Mr. Bass discussed Spring 2022 flights (**13 nonstop destinations**)
- No Alaska flights to PDX yet—may return in Sept 2022 (SAN returns in March 2022)
- Allegiant-- Vegas only currently—PXH/Mesa may return in October 2022
- American Airlines-- no LAX flights but added a 2nd flight to PHX
- Boutique Air—is gone for good
- United Airlines- no Chicago flights but may return in 2023)
- American Airlines-Dallas revenue guarantee (projected Fall or Spring of 2023) citing pilot shortages and covid issues
- All recent load factors are good (depends on the flight) not as good as pre covid, but better than the national average
- Avelo –140 to 150 of the 180 seats are full on Burbank flights
- Aha! Reno flight bookings are good---No talk of losing these flights

VII. NEW BUSINESS

No new COVID updates (masks still required until March 18, 2022)

VIII. COMMITTEE MEMBER COMMENTS

None

IX. ADJOURN

Next Airport Advisory Committee meeting: April 14, 2022, 5:30 p.m. (2nd 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 _____ day of _____, 2022.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director



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Exhibit B
REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES
April 14, 2022
Virtual Meeting

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

Youth Ex Officio: Evan Eby *absent*

City Staff: Zachary Bass, *Airport Director*; Fred LeLacheur, *Airport Engineer*; Nicolle Myrick, *Airport Properties Specialist*, and Erinn Shaw, *Airport Office Assistant III*

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

Visitors: Linda Cramer, *Hillsboro Aero Academy*, Tom Headley *Century West Engineering*, Karen Aldrich, *TSA*, and Bridget Vieira, *Hertz Car Rental*

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, April 14, 2022

Mr. Neary called the roll and confirmed a quorum was NOT present (4 of 9 members).

Jefferson County Committee member Rob Berg's term has expired. New Committee member will be appointed by the mayor, but has yet to be officially sworn in.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. **APPROVAL OF MINUTES** *Not Approved (No Quorum present) Tabled for next meeting*

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

A. **New Development Update**

Linda Cramer, HAA/Alaska Airline Pilot Program Presentation

- HAA Exclusive flight training partner (Alaska Airlines Ascend Pilot Academy)
- Partnership with Horizon/Alaska/HAA because “Alaska does not want to be in the flight school business”
- Due to the pilot shortage-the goal is to provide airline with flight crew (2024 and beyond)
- Program will create a 3-to-5-year pipeline for first officers
- Consistency of training—Horizon centric flight training process
- Seamless transition to Horizon and Alaska
- 25k training student stipend from Alaska, access to financial aid
- Minimize turnover, create more contracts and commitments
- HAA reputation speaks for itself, HAA only flight school with ISBAO level 3 Certification
- Industry leader, training, and technology
- 250 students per year (Redmond and Hillsboro Campuses)
- \$25k Alaska Contribution per student for Commercial stage of training
- HAA covers CFII instrument rating at no charge
- Accelerated training 12 month private to Certified Flight instructor in 18-24 months
- Conditional job offers with 2-year commitment as Horizon First Officer
- No change to the 1500-hour minimum requirement to hire on at Horizon then proceed to Alaska
- Alaska Airlines heavily recruiting High School Seniors (18 to 21 years of age)
- HAA will not be Alaska exclusive, will keep a variety of student groups (60-70% Alaska)

B. **Staff Briefing**

Mr. Bass discussed agreements for future changes:

- RFP/RFQ for Terminal Expansion Design
- Car Rental Request for Proposal (RFP)
- New Hotel near the fairgrounds (awaiting deposit) but moving forward
- Quick Turn Around (QTA) Rental Car Facility
- New Forest Service Hangar lease
- New Terminal Advertising agreements
- New Neighbor Impact expansion project

New Airport Operating Agreements, contracts, and leases

Establish what airlines can do at airport and what airport is obliged to do for airlines.

Airline payments to airport:

- Costs in rate base and cost center structure
- Airline rents, fees, and charges calculation methodologies (landing fees (covers ARFF and airfield costs), security fees (RAMS), M&O fees (terminal utilities, salaries, maintenance/cleaning), M&O fees for baggage claim), office/ticket counter/gate space charges.
- Airline(s) role in airport project capital decisions and consultation.
- Control over and use of airport gates and facilities.

- Other provisions: affiliates, insurance, environmental, etc.
- Every 5-7 years Airport negotiation with Airlines one on one
- Fixed Base Operator (FBO) new 30,000 sq ft hangar with 5,000 office-space for Leading Edge Jet Center (currently underway) New FBO name change to “SkyService”
- Proposed Fuel Farm (80,000 gallons) will remove traffic flow on airfield and assist with fuel shortages. Will be paid for and run by “SkyService” FBO but leased from RDM

C. Construction Updates

Mr. LeLacheur discussed the Taxiway Foxtrot Project /Airfield Electrical Update Project --Currently in week 4

- Rehab of primary of taxiway F to primary runway 5-23
- A few weather issues with construction schedules but on schedule
- Phase 2 next week after small blasting process

D. Terminal Expansion Project Review

\$178-202 million total

- \$90 mill in available funds to start project (includes main infrastructure bill \$18 mill)
- Seeking Terminal infrastructure bill (\$100 million ask) must reapply yearly
- \$25 million in airport funds

The concept design is complete, RDM interviewed 2 firms and has selected RS & H, as design team. Project set to start April 2022 (approved at \$13 million by City Council)

- 5-year term not to exceed \$13 million
- Alternative Construction Delivery Method
- Scope limited to available funds
- Task Order Process (phasing expected depending on funding)
- Expansion Committee in May (9 -12 members) to meet 3-4 times during project

E. Air Service Update

- Busiest March EVER at RDM! 87K Passengers (15,000 more than pre-Covid)
- Large Seat increase from 2021 to 2022 (big increase in June)
- Airlines want more capacity but there is a pilot shortage issue
- No Alaska flights to PDX yet—may return in Sept 2022
- Alaska replacing Q-400's, going to jets (e-175's) November 2022
- Allegiant—No service for the Summer (but may return in October 2022)
- United Airlines- No Chicago flights (but may return in 2023)
- 9 daily flights to Seattle (7 Alaska and 2 Delta)

VIII. COMMITTEE MEMBER COMMENTS

Councilman Patrick asked about the pilots previously being trained at HAA

Mr. Bass commented that HAA has moved focus from Chinese Students to European Students

IX. ADJOURN

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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