



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, April 14, 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
- 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) 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](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

### JANUARY

<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				
March	33,456	39,640	19,482	28,296				
April	33,352	35,890	1,863	28,784				
May	35,338	38,528	5,265	35,474				
June	39,865	45,427	11,648	42,933				
<b>Enplanements</b>	<b>413,580</b>	<b>468,295</b>	<b>396,044</b>	<b>287,683</b>	<b>297,506</b>			
<b>Deplanements</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>290,407</b>			
<b>Total Passengers</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>587,913</b>			

#### KEY METRICS

	FY 18/19	FY 19/20	Benchmark	Goal	January 2022
<i>Revenue Per Enplanement</i>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 19.69
<i>Airline Cost Per Enplanement (CPE)</i>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 7.07
<i>Operating Efficiency</i>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 22.70

#### January

REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg
Passenger Facility Charge	\$ 167,911	\$ 205,972	\$ 85,827	\$ 159,661	86.0%
Customer Facility Charge (Car Rental)	\$ 39,955	\$ 42,527	\$ 20,706	\$ 30,405	46.8%
Landing Fees	\$ 139,043	\$ 201,337	\$ 116,784	\$ 145,120	-27.9%
Fuel Flowage Fees	\$ 23,165	\$ 28,379	\$ 19,041	\$ 26,596	39.7%
Fuel (Gallons) Jet A	315,806	390,174	258,031	367,230	42.3%
Fuel (Gallons) Avgas 100LL	15,126	15,243	13,989	12,706	-9.2%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 58,074	\$ 78,598	\$ 37,629	\$ 58,144	54.5%
Supplemental Security Fee	\$ 33,164	\$ 44,459	\$ 15,436	\$ 29,554	-33.5%
Parking	\$ 379,589	\$ 384,952	\$ 157,366	\$ 346,336	-10.0%
Rental Cars	\$ 92,839	\$ 107,377	\$ 98,539	\$ 114,248	15.9%
Rental Cars Lot Fees	\$ 6,700	\$ 6,817	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 19,202	\$ 24,795	\$ 6,336	\$ 21,219	234.9%
General Aviation	\$ 32,125	\$ 39,830	\$ 42,934	\$ 46,063	7.3%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 90,674	\$ 90,224	-0.5%
<b>Total Revenues for month:</b>	<b>\$ 1,080,966</b>	<b>\$ 1,255,019</b>	<b>\$ 698,473</b>	<b>\$ 1,074,770</b>	<b>53.9%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 510,785</b>	<b>\$ 788,917</b>	<b>\$ 570,306</b>	<b>\$ 747,676</b>	<b>31.1%</b>
Cargo (Lbs)	228,609	243,259	272,487	185,261	-32.0%



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

**FEBRUARY**

<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				
April	33,352	35,890	1,863	28,784				
May	35,338	38,528	5,265	35,474				
June	39,865	45,427	11,648	42,933				
<i>Enplanements</i>	<i>413,580</i>	<i>468,295</i>	<i>396,044</i>	<i>287,683</i>	<i>331,771</i>			
<i>Deplanements</i>	<i>411,552</i>	<i>466,952</i>	<i>395,399</i>	<i>285,013</i>	<i>324,509</i>			
<i>Total Passengers</i>	<i>825,132</i>	<i>935,247</i>	<i>791,443</i>	<i>572,696</i>	<i>656,280</i>			

**KEY METRICS**

	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>Benchmark</b>	<b>Goal</b>	<b>February 2022</b>
<i>Revenue Per Enplanement</i>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 20.43
<i>Airline Cost Per Enplanement (CPE)</i>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.60
<i>Operating Efficiency</i>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 21.07

**February**

<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	\$ 141,898	\$ 178,759	\$ 103,270	\$ 168,609	63.3%
Customer Facility Charge (Car Rental)	\$ 40,001	\$ 48,420	\$ 22,034	\$ 35,259	60.0%
Landing Fees	\$ 115,922	\$ 156,683	\$ 119,859	\$ 133,549	-14.8%
Fuel Flowage Fees	\$ 20,558	\$ 28,538	\$ 19,341	\$ 26,260	35.8%
Fuel (Gallons) Jet A	287,494	383,689	263,189	366,683	39.3%
Fuel (Gallons) Avgas 100LL	6,196	23,996	13,111	8,464	-35.4%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 54,359	\$ 67,505	\$ 39,998	\$ 61,070	52.7%
Supplemental Security Fee	\$ 30,447	\$ 37,057	\$ 17,147	\$ 31,675	-14.5%
Parking	\$ 348,236	\$ 382,715	\$ 155,323	\$ 390,385	2.0%
Rental Cars	\$ 94,850	\$ 110,372	\$ 9,847	\$ 114,248	1060.2%
Rental Cars Lot Fees	\$ 6,700	\$ 7,651	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 18,399	\$ 24,875	\$ 7,278	\$ 19,514	168.1%
General Aviation	\$ 31,453	\$ 37,750	\$ 44,003	\$ 46,107	4.8%
Forest Service Leases	\$ 89,337	\$ 91,202	\$ 87,226	\$ 90,224	3.4%
<b>Total Revenues for month:</b>	<b>\$ 992,161</b>	<b>\$ 1,171,527</b>	<b>\$ 632,527</b>	<b>\$ 1,124,099</b>	<b>77.7%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 485,724</b>	<b>\$ 629,009</b>	<b>\$ 591,499</b>	<b>\$ 722,041</b>	<b>22.1%</b>
Cargo (Lbs)	181,550	215,210	235,522	180,091	-23.5%



**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**

**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)

**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 21<sup>st</sup> (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. 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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. (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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

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

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