



Redmond Municipal Airport-Roberts Field  
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## AIRPORT COMMITTEE

Thursday, February 10th, 2022  
5:30 PM

### COMMITTEE MEMBERS

Sean Neary  
*Chairman*

Kelly Coffelt  
*Vice Chair*

Rob Berg  
*Member*

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 December 2021 Exhibit A
- V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Terminal Area Expansion Update
  - b) Airport Report
  - c) Construction Updates
- VI. OLD BUSINESS**
  - a) Taxiway Foxtrot Update
- VII. NEW BUSINESS**
  - a) Air Service Updates
- 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.



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

### NOVEMBER

<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				
January	31,362	35,397	42,610	17,561				
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>226,816</b>			
<b>Deplanements</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>220,222</b>			
<b>Total Passengers</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>447,038</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>November 2021</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 20.44
<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	\$ 6.31
<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	\$ 17.46

#### November

<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	\$ 127,561	\$ 154,096	\$ 62,742	\$ 143,643	128.9%
Customer Facility Charge (Car Rental)	\$ 39,519	\$ 39,226	\$ 22,264	\$ 31,761	42.7%
Landing Fees	\$ 133,141	\$ 149,952	\$ 154,834	\$ 146,968	-2.0%
Fuel Flowage Fees	\$ 25,811	\$ 30,342	\$ 23,892	\$ 28,687	20.1%
Fuel (Gallons) Jet A	353,998	410,791	325,524	399,332	22.7%
Fuel (Gallons) Avgas 100LL	14,731	22,671	15,788	10,483	-33.6%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 61,850	\$ 65,658	\$ 45,498	\$ 67,940	49.3%
Supplemental Security Fee	\$ 35,835	\$ 35,576	\$ 17,339	\$ 36,545	2.7%
Parking	\$ 294,359	\$ 403,224	\$ 118,160	\$ 525,408	30.3%
Rental Cars	\$ 105,232	\$ 69,093	\$ 98,539	\$ 115,453	17.2%
Rental Cars Lot Fees	\$ 7,344	\$ 6,953	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 19,896	\$ 25,952	\$ 7,685	\$ 22,387	191.3%
General Aviation	\$ 32,838	\$ 39,905	\$ 42,239	\$ 47,810	13.2%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 89,749	\$ 90,224	0.5%
<b>Total Revenues for month:</b>	<b>\$ 972,586</b>	<b>\$ 1,109,951</b>	<b>\$ 988,559</b>	<b>\$ 1,264,026</b>	<b>27.9%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 486,600</b>	<b>\$ 602,181</b>	<b>\$ 511,870</b>	<b>\$ 695,420</b>	<b>35.9%</b>
<b>Cargo (Lbs)</b>	<b>273,508</b>	<b>228,682</b>	<b>260,617</b>	<b>160,824</b>	<b>-38.3%</b>



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

### DECEMBER

<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				
<b>February</b>	29,753	30,841	39,914	18,872				
<b>March</b>	33,456	39,640	19,482	28,296				
<b>April</b>	33,352	35,890	1,863	28,784				
<b>May</b>	35,338	38,528	5,265	35,474				
<b>June</b>	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>264,562</b>			
<b>Deplanements</b>	<b>411,552</b>	<b>466,952</b>	<b>395,399</b>	<b>285,013</b>	<b>259,506</b>			
<b>Total Passengers</b>	<b>825,132</b>	<b>935,247</b>	<b>791,443</b>	<b>572,696</b>	<b>524,068</b>			

#### KEY METRICS

	FY 18/19	FY 19/20	Benchmark	Goal	December 2021
<b>Revenue Per Enplanement</b>	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 18.89
<b>Airline Cost Per Enplanement (CPE)</b>	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.55
<b>Operating Efficiency</b>	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$ 15.78

#### December

REVENUES (by Fiscal Year)	2018/19	2019/20	2020/21	2021/22	% Chg
Passenger Facility Charge	\$ 111,128	\$ 154,618	\$ 59,917	\$ 159,806	166.7%
Customer Facility Charge (Car Rental)	\$ 39,004	\$ 42,933	\$ 17,421	\$ 29,139	67.3%
Landing Fees	\$ 139,118	\$ 143,871	\$ 146,992	\$ 144,954	0.8%
Fuel Flowage Fees	\$ 26,760	\$ 30,012	\$ 21,793	\$ 31,204	43.2%
Fuel (Gallons) Jet A	371,494	408,751	297,777	440,212	47.8%
Fuel (Gallons) Avgas 100LL	10,794	19,992	13,558	5,566	-58.9%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 64,189	\$ 69,160	\$ 50,397	\$ 66,616	32.2%
Supplemental Security Fee	\$ 37,546	\$ 38,021	\$ 17,616	\$ 35,739	-6.0%
Parking	\$ 241,602	\$ 459,098	\$ 180,788	\$ 423,105	-7.8%
Rental Cars	\$ 90,961	\$ 105,345	\$ 98,539	\$ 97,952	-0.6%
Rental Cars Lot Fees	\$ 7,249	\$ 7,158	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 20,458	\$ 28,540	\$ -	\$ 24,880	0.0%
General Aviation	\$ 32,612	\$ 39,271	\$ 50,881	\$ 46,712	-8.2%
Forest Service Leases	\$ 89,199	\$ 89,975	\$ 89,749	\$ 90,224	0.5%
<b>Total Revenues for month:</b>	<b>\$ 899,825</b>	<b>\$ 1,208,003</b>	<b>\$ 741,293</b>	<b>\$ 1,157,531</b>	<b>56.2%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 565,442</b>	<b>\$ 603,267</b>	<b>\$ 636,654</b>	<b>\$ 595,736</b>	<b>-6.4%</b>
<b>Cargo (Lbs)</b>	<b>185,597</b>	<b>267,104</b>	<b>271,382</b>	<b>293,603</b>	<b>8.2%</b>



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**Exhibit A**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

**MINUTES**

**December 9, 2021**

**Virtual Meeting**

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

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

**City Staff:** Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*

**City Council Liaison:** Jay Patrick

**Visitors:** Tom Headley (Century West Engineering) Kevin Stockton, (RS & H Construction) 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 5:33 p.m., Thursday, December 9, 2021.

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

**II. ANNOUNCEMENTS**

Zach Bass our airport director was selected for the 2021 Airport business Magazine Top 40 Under 40.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

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

## V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

### A. Air Service Update (Winter)

Mr. Bass provided information about ongoing and new projects:

RDM has been reclassified from a Small Regional Airport to a Small Hub (August was busiest month ever)

Busiest months: June/July/August--Less busy months: January/February/March

Allegiant Air cancelling Phoenix Mesa flights (keeping Las Vegas for now)

Alaska Airlines cancelling Portland flights until September 2022 (underperforming) and San Diego flights until March 2022 (35% fewer RDM seats overall) citing Pilot Shortages, focusing on Seattle Hub and California Market

United to Chicago may be back in 2023; worried about COVID and Pilot Shortage. Keeping Denver, Los Angeles, and San Francisco flights (increasing seats, adding mainline)

May have smaller airline option to Portland—not confirmed yet

In serious discussions with American Airlines for Dallas Flight (not confirmed yet)

## VI. OLD BUSINESS

### A. Construction Updates

Mr. Bass provided information about ongoing and new projects:

Hayden Watson (Private Hangar)

Fixed Base Operator (FBO) Leading Edge Jet Center Expansion underway

Taxiway Foxtrot Project (Contract awarded) renamed to Taxiway Alpha after the project Airfield Electrical Project (new technology)

Rental Car Quick Turn Around Facility (QTA) still on hold

### B. Terminal Area Expansion Update

Mr. Stockton presented the Airport Terminal Expansion Update (*via PowerPoint*)

Redmond Airport COVID recovery better than National Airport Average

Phasable and Adjustable, Focusing on Design Response from the Community

Balance of Airside and Landside Operations

Baggage Issues replacing mechanical, and electrical equipment

Expansion of Ticket Areas, Concessions and Outdoor dining and viewing areas

Upper Level and Ground Level expansion (Gate areas and Jet bridges)

## Apron and Runway Expansion

Flight Design Most appealing design of the five designs (Five Phase Buildout through 2026)

Will start with phase one Request for Proposal (RFP) in January 2022. Should have a design team in place by February 2022. RDM will bring on a construction team sometime in the spring, (will take about a year a little over a year to design and implement the project. (Project Construction to start in Spring 2023)

Mr. Bass discussed the Financial Costs of the project and the scenarios of funding

- Passenger revenue increase based on current and future growth
- \$25-27 million in the airport revenue fund
- FAA funding 3.2. million 3.3. million a year
- Infrastructure Bill-\$18 million over a five-year period
- Connect Oregon Funding
- Oregon Department of Aviation Grant \$150,000 a year

As of right now, we're expecting \$85-90 million in funding and if we can put 30 million of dollars into airport cash into the project over the next five years, that brings us up closer to 95 million.

## VII. NEW BUSINESS

New Full-time Facilities Supervisor Position Filled (Kurt Newton)  
COVID update (masks still required until March 2022)

## VIII. COMMITTEE MEMBER COMMENTS

Airport Committee will continue to meet via Zoom until further notice

## IX. ADJOURN

Next Airport Committee meeting: February 10th, 2022, 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