



Redmond Municipal Airport-Roberts Field
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REDMOND, OR 97756
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AIRPORT COMMITTEE

Thursday, February 16, 2022
5:30 PM

COMMITTEE MEMBERS

Sean Neary
Chairman

Kelly Coffelt
Vice Chair

Emma Bryson
Member

Tony DeBone
Member

William Huff
Member

Megan Perkins
Member

Tim Moor
Member

Eric Sande
Member

Vacant
Member

Vacant
Youth Ex Officio

John Nielsen
Council Liaison

Ed Fitch
*Alternate Council
Liaison-Mayor*

MEETING AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **ANNOUNCEMENTS**
- III. **COMMENTS FROM CITIZENS**
- IV. **INTRODUCTION OF NEW COMMITTEE MEMBERS**
- V. **APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes December 2022 Exhibit A
 - b) Committee Meeting Minutes October 2022 Exhibit B
- VI. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Terminal Expansion Update (Financial) – RS&H
- VII. **OLD BUSINESS**
 - a) Air Service Update
- VIII. **NEW BUSINESS**
 - b) Fee Discussion
 - c) Runway Protection Zone Construction planning
- 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>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>
July	46,153	51,550	18,232	52,538	51,893	(645)	-1.23%	-1.23%
August	45,508	51,515	20,390	51,788	51,789	1	0.00%	-0.62%
September	38,312	44,802	17,519	41,146	47,676	6,530	15.87%	4.05%
October	38,959	45,195	22,300	41,523	47,130	5,607	13.50%	6.15%
November	36,357	40,163	18,894	39,821	42,237	2,416	6.07%	6.13%
December	37,283	42,037	18,428	37,746				
January	35,397	42,610	17,561	32,944				
February	30,841	39,914	18,872	34,265				
March	39,640	19,482	28,296	44,052				
April	35,890	1,863	28,784	42,644				
May	38,528	5,265	35,474	42,889				
June	45,427	11,648	42,933	48,671				
Enplanements	468,295	396,044	287,683	510,027	240,725			
Deplanements	466,952	395,399	285,013	503,651	237,778			
Total Passengers	935,247	791,443	572,696	1,013,678	478,503			

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 2022</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 20.17
<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	\$ 6.80
<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	\$ 16.84

November

REVENUES (by Fiscal Year)	2019/20	2020/21	2021/22	2022/23	% Chg
Passenger Facility Charge	\$ 154,096	\$ 62,742	\$ 143,643	\$ 147,592	2.7%
Customer Facility Charge (Car Rental)	\$ 39,226	\$ 22,264	\$ 31,836	\$ 41,880	31.6%
Landing Fees	\$ 149,952	\$ 154,834	\$ 146,968	\$ 163,806	11.5%
Fuel Flowage Fees	\$ 30,342	\$ 23,892	\$ 28,687	\$ 33,461	16.6%
Fuel (Gallons) Jet A	410,791	325,524	399,332	468,313	17.3%
Fuel (Gallons) Avgas 100LL	22,671	15,788	10,483	9,702	-7.5%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 65,359	\$ 45,498	\$ 67,932	\$ 80,405	18.4%
Supplemental Security Fee	\$ 35,576	\$ 17,339	\$ 36,545	\$ 42,957	17.5%
Parking	\$ 403,224	\$ 118,160	\$ 525,408	\$ 565,298	7.6%
Rental Cars	\$ 69,093	\$ 98,539	\$ 115,453	\$ 104,139	-9.8%
Rental Cars Lot Fees	\$ 6,953	\$ 7,200	\$ 7,200	\$ 7,200	0.0%
Concession Commissions	\$ 25,952	\$ 7,685	\$ 22,387	\$ 27,522	22.9%
General Aviation	\$ 39,905	\$ 42,239	\$ 49,515	\$ 51,574	4.2%
Forest Service Leases	\$ 89,975	\$ 89,749	\$ 90,224	\$ 90,870	0.7%
Total Revenues for month:	\$ 1,109,652	\$ 690,141	\$ 1,265,798	\$ 1,356,703	7.2%
Total Operating Cost for month:	\$ 602,181	\$ 511,870	\$ 736,531	\$ 711,154	-3.4%
Cargo (Lbs)	228,682	260,617	160,824	229,809	42.9%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

DECEMBER

<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>
July	46,153	51,550	18,232	52,538	51,893	(645)	-1.23%	-1.23%
August	45,508	51,515	20,390	51,788	51,789	1	0.00%	-0.62%
September	38,312	44,802	17,519	41,146	47,676	6,530	15.87%	4.05%
October	38,959	45,195	22,300	41,523	47,130	5,607	13.50%	6.15%
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December	37,283	42,037	18,428	37,746	39,897	2,151	5.70%	6.07%
January	35,397	42,610	17,561	32,944				
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March	39,640	19,482	28,296	44,052				
April	35,890	1,863	28,784	42,644				
May	38,528	5,265	35,474	42,889				
June	45,427	11,648	42,933	48,671				
Enplanements	468,295	396,044	287,683	510,027	280,622			
Deplanements	466,952	395,399	285,013	503,651	278,996			
Total Passengers	935,247	791,443	572,696	1,013,678	559,618			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>December 2022</i>
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$ 19.69
<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	\$ 6.76
<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	\$ 21.21

December

REVENUES (by Fiscal Year)	2019/20	2020/21	2021/22	2022/23	% Chg
Passenger Facility Charge	\$ 154,618	\$ 59,917	\$ 125,499	\$ 126,539	0.8%
Customer Facility Charge (Car Rental)	\$ 42,933	\$ 18,358	\$ 29,139	\$ 37,469	28.6%
Landing Fees	\$ 143,871	\$ 146,992	\$ 144,954	\$ 150,556	3.9%
Fuel Flowage Fees	\$ 30,012	\$ 21,793	\$ 31,204	\$ 32,994	5.7%
Fuel (Gallons) Jet A	408,751	297,777	440,212	463,285	5.2%
Fuel (Gallons) Avgas 100LL	19,992	13,558	5,566	8,063	44.9%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ -	0.0%
Space Usage Fees	\$ 68,861	\$ 50,310	\$ 66,616	\$ 77,694	16.6%
Supplemental Security Fee	\$ 38,020	\$ 17,616	\$ 35,739	\$ 41,369	15.8%
Parking	\$ 459,098	\$ 180,788	\$ 423,105	\$ 475,151	12.3%
Rental Cars	\$ 105,345	\$ 98,539	\$ 24,537	\$ 144,221	487.8%
Rental Cars Lot Fees	\$ 7,158	\$ 7,200	\$ 7,200	\$ 9,552	32.7%
Concession Commissions	\$ 28,540	\$ 6,926	\$ 24,880	\$ 30,267	21.7%
General Aviation	\$ 39,271	\$ 50,828	\$ 48,417	\$ 49,731	2.7%
Forest Service Leases	\$ 89,975	\$ 89,749	\$ 90,224	\$ 90,870	0.7%
Total Revenues for month:	\$ 1,207,702	\$ 749,016	\$ 1,051,514	\$ 1,266,413	20.4%
Total Operating Cost for month:	\$ 603,267	\$ 654,318	\$ 622,112	\$ 846,368	36.0%
Cargo (Lbs)	267,104	271,382	295,563	215,304	-27.2%



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EXHIBIT A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

December 8, 2022

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

Youth Ex Officio: *Vacant*

City Staff: Zachary Bass, *Airport Director*; Fred LeLacheur, *Airport Engineering and Construction*, Leif Anderson, *Contracts and Properties Manager*, Nicolle Myrick, *Properties Specialist*, Steve Juba, *Airport Finance and Analytics Manager*

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

Visitors: Fred Hadlich (*AI Systems -Airport Tenant*) and Tom Headley (*Century West*)

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

Chairman Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:35 p.m., Thursday, December 8th, 2022.

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

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None

IV. INTRODUCTION AND SWEARING IN OF NEW COMMITTEE MEMBER MEGAN PERKINS

V. APPROVAL OF MINUTES

Chairman Neary motioned to approve the October 2022 Committee Meeting minutes; Mr. Hadlich (AI Systems) stated that there was an error with his previous comments that need to be amended to “include box hangar maintenance activity.”

October Meeting minutes were tabled until the February 2023 Committee meeting.

VI. AIRPORT BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Director Discussion and Presentations

Discussion:

“What do you want to see from the Airport Staff and Committee in the future?”

Focus? Financials, Contracts, and agreements? Citizen concerns? Air service, analytics, revenues. Enplanements/deplanements, New Personnel, projects, construction updates, parking capacity, General aviation, air traffic, projections, growth, land use, business updates, trends, “the big picture”

- Committee vs Commission
- Subcommittees and stakeholder participation
- Airport significance to the city and region
- New website-better information source

Mr. Bass stated that he will plan a tour and provide more airport information for new and existing committee members.

B. Construction Updates

Mr. Bass and Mr. LeLacheur shared updates on the upcoming RDM Airport Terminal Expansion Project:

- Planning/input
- Environmental
- Design and Schematic
- Project development (Discussion of phases based on grant funding- \$90 million to start)
- Jet bridges, upper-level boarding development and expansion of terminal and baggage areas
- Glass, Viewing areas, concessions/retail space.
- Electrical equipment (use of existing system)
- How to get the “most bang for the budget?”
- RFP Contractor selection process—Will be advertised in January 2023

C. Air Service Update

Mr. Bass stated that Alaska is currently still working on bringing back routes to/from PDX and discussed the following:

- No Reno or Vegas Flights to/from RDM
- RDM is pursuing a Vegas carrier.
- Boutique Air has charter flights out of the FBO and is operating as 135 carrier (not as a commercial airline in the terminal)
- Avelo BUR/PSP flights are doing well.
- Pilot/crew shortages are still an issue.
- Alaska has discontinued the turbo prop Q-400's at RDM (replaced with E-175 jets)
- The DFW grant is still in place, but no movement yet (American Airlines)
- Mr. Bass has a scheduled meeting with Southwest Airlines
- More meetings to come in February and March 2023

D. Special Discussion and Presentation: “What is a SASO?”

Mr. Anderson and Mr. Bass provided a presentation based on (Mr. Hadlich’ s) comments from the December 2022 meeting.

FAA Definition of a Specialized Aviation Service Operator

On Airport Single Service providers or special fixed based operators performing less than full Fixed Base Operator (FBO) Services

Differ from a full service (FBO) they offer only limited specialized services.

Examples:

- Aircraft maintenance/repairs
- Flight instruction
- Aircraft charter/rental
- Aircraft storage
- Air ambulance
- Specialized flight service

Estimated 10-15 SASO’s at RDM

**City requirements /Airport Minimum standards
Redmond City code chapter 10 (last updated 2014)**

- Governs conduct.
- Defines services.
- Identifies facility requirements.
- Establishes insurance requirements.
- Sets responsibilities.
- Assure fair reasonable and equitable.

Current situation:

“SASOs are operating on RDM Airfield without proper city approval.”

- Creating unfair competition
- Airport indemnification issues
- Noncompliance of Insurance coverage
- Current approval process requires application with City Council approval or denial.

RDM AIRPORT REQUIREMENTS:

Appendix "A" Requirements

Operator Activity	Building Requirements (Sq. Ft.)	Parking Requirements (Spaces)	Aircraft Parking Requirements	Personnel	Hours of Operation
Aircraft Sales	160	6	2	1	8 hr day; 5 days/wk
Aircraft Airframe/Engine Maintenance & Repair	3,600	4	2	1	8 hr day; 5 days/wk. On call services 24 hr/day; 7 days/wk
Aircraft Rental	160	4	2	2	8 hr/day; 6 days/wk
Flight Training	400	6	2	2	8 hr/day; 5 days/wk
Fuels & Oil Dispensing	14,000	6	TBD	TBD	14-18 hr/day; 7 days/wk. On call services 24 hr/day; 7 days/wk.
Specialized Aircraft Repair	3,600	6	2	2	8 hr/day; 5 days/wk
Aircraft Charter & Commercial Operator	950	6	2	1	8 hr/day; 6 days/wk; On call services 24 hr/day; 7 days/wk
Air Ambulance	4,000	6	2	3	On call response 24 hrs/day

SLIC

[Appendix "A" added by Ord. #2014-11 passed May 13, 2014]

Mr. Anderson showed comparison of SASO policies at other Oregon Airports: (Medford/Eugene/Hillsboro)

POSSIBLE COURSES OF ACTION:

- **CONFIRM ALL SASOS ARE IN COMPLIANCE WITH CITY CODE AND CURRENT MIN. STANDARDS APPROVAL PROCESS**
- **AMEND CHAPTER 10 TO ALLOW RDM AIRPORT DIRECTOR (NOT CITY COUNCIL) TO APPROVE SASOS.**
- **POSSIBLE ADDITIONAL CODE CHANGE INCLUSIONS FOR SASOS**
 - **ANNUAL SASO FEE & RENEWAL PROCESS?**
 - **ADD/REMOVE SASO REQUIREMENTS?**
 - **UPDATE INSURANCE REQUIREMENTS (LIMITS)?**
 - **SASO PERMITS FOR LIMITED BUSINESS OPERATIONS VS. FULL APPLICATION TENANT SASOS?**

VII. COMMITTEE MEMBER COMMENTS

- Chairman Neary motioned to form a subcommittee for further discussion and guidance for SASO's at RDM
- The Airport Committee voted unanimously to form a SASO subcommittee.
Subcommittee will be comprised of RDM Airfield Tenants, Stakeholders, Redmond City staff/Council, RDM Staff and citizens (private aircraft owners)
- Further updates will be provided at the February Committee Meeting

VIII. ADJOURN

Next Airport Advisory Committee meeting: April 13, 2022, at 5:30 p.m. (2nd Thursday)

With no further business, Chairman 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 _____, 2023.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director



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EXHIBIT B

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

October 13, 2022

Committee Members Present: Chair, Sean Neary, Emma Bryson Tony DeBone William Huff, Tim Moor, Megan Perkins, and Eric Sande (*absent:* Vice Chair, Kelly Coffelt, and Jefferson County Rep)

Youth Ex Officio: Evan Eby *absent*

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

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

Visitors: Fred Hadlich (*AI Systems -Airport Tenant*) Joe Roshak (*Century West*), and Steve Curley (*REDI*)

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, October 13th, 2022

Mr. Neary called the roll and confirmed a quorum was present (6 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Hadlich (*AI Systems Inc.*) voiced his concerns about aircraft maintenance contractors being allowed on the secure side of Airfield without a SASSO permit, specialized training, or AOA badge (working through the fence) in tenant hangars and box hangars (both private and city owned)

Mr. Hadlich stated that he believes that there are possible insurance, liability, and security issues and that all part 135 operators should have permits (per chapter 10 guidance) regarding contractors being escorted by AOA badge holders Mr. Hadlich also stated that there might be contractors operating without permits or minimum insurance requirements (in violation of Redmond city code)

Mr. Bass and Chairman Neary said that they would investigate these issues, research, and reach out to other airports and it will be discussed at the next committee meeting (Dec 8th) as a new agenda item—They will also review requirements and implementation processes.

Mr. Huff asked about T-Hangar rental agreement and Hangar lease agreements regarding this issue

Mr. Bass discussed review and regulation of airport hangar tenant leases and rental agreements—and said that no unauthorized fire suppression or maintenance should be permitted.

Mr. Bass suggested next meeting should be in person (DEC 8) at new SRE Building and Chairman Neary agreed.

IV. APPROVAL OF MINUTES

Mr. Sande motioned to approve the August 2022 Committee Meeting minutes and Ms. Bryson seconded the motion. (Meeting minutes were unanimously approved by committee members)

V. AIRPORT BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Director Presentation

Mr. Bass presented an ariel drone video of the airfield (7 minutes) showing:

- Ariel view of runways, taxiways, and Airfield safety areas (11 acres)
- Approx. 1000 lights and 156 directional signs
- 5-23 is 150 feet wide 7,000 ft long
- Secondary runway 100 x 7,000 with no instrument landing like main runway
- Taxiway Alpha --8million project finished this summer
- Eventual runway expansion post terminal project
- Masterplan 3,000-foot extension environmental 3-4 years
- FBO Fuel farm north 80,000-gallon tank on westside commercial aircraft only removing fuel trucks from taxi ways
- 472 new parking spots
- 120 more spots extending into employee lot Nov 1st
- Parking revenue higher than expected 5.3 vs expected 2.6
- Parking has exploded post covid (same passenger use more parking)
- Q-400's leaving Nov 22-Jan 2023 all jet airport
- 140,000 sq ft terminal (staff responsible for 450,000 sq feet 40+ buildings)
- ARFF Station roof redo 86,000k
- 7,000 sq ft old SRE 45,000 sq ft new building
- Additional Airport owned Hangar roof replacement 90k
- Plans to redevelop old North t-hangars
- Sky Service remodel (FBO) will be finished end of October 2022
- 51 acres for forest service /Redmond Air Center and COIDC (land lease coming up)

B. Construction Updates

Mr. LeLacheur stated the RS& H design team kick off this past 2 weeks with almost 20 contractor groups attending.

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

- Meetings with Stakeholders
- Public messaging
- Internal updates
- Dedicated website/input ongoing passenger input
- Fun Bigfoot imagery and messaging
- Stakeholder engagement
- Building Information Modeling
- BIM Scanning/imaging data to 3 D model used for building
- Budget Information
- 100mill grant for Infrastructure Bill and Grant for terminal expansion

C. Air Service Update

Mr. Bass stated that Alaska is currently still working on bringing back routes to/from PDX and discussed the following:

- Las Vegas airline meetings included discussions with American (DFW), Frontier, United (Chicago), Avelo (Las Vegas and Palm Springs), Jet Blue, Allegiant, and Breeze
- RDM will have a meeting with Southwest in December
- Airlines are still having pilot/crew shortages and fuel cost issues
- RDM doing better than most airports better than 2019—significant growth predicted
- Currently there are 5 airlines with 8 direct destinations at RDM (including Palm Springs)
- AHA! and Allegiant have discontinued service at RDM
- Alaska has lost market share at RDM -United and Delta are increasing
- 88% of air travelers in Central Oregon are using RDM and our retention rate is high
- RDM is one of the top markets with direct flights for our air carriers
- People are still driving to/from PDX and SEA
- California routes are showing an increase in passengers

VIII. COMMITTEE MEMBER COMMENTS

Vice-Chair Tim Moore asked if RDM collects military aircraft touch and go landing fees

Mr. Bass stated that RDM does not collect landing fees for them because they do not actually “touch down” on the runways, but that anyone who lands on the runways will pay similar fees to the commercial and forest service landing fees

Mr. Sand stated that according to Redmond Chamber of Commerce feedback, Air Service is a draw for people relocating to Central Oregon.

Councilman Patrick stated that Committee Member Megan Perkins will be sworn in at the December Meeting on December 8th at the new Airport Snow Removal and Equipment (SRE) Building

IX. ADJOURN

Next Airport Advisory Committee meeting: December 8th, 2022, at 5:30 p.m. (2nd Thursday)

With no further business, Chairman Neary adjourned the meeting at 6:15 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2023.

ATTEST:

Sean Neary
Chair

Zachary Bass
Airport Director