



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, March 9, 2017
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Vacant
Vice Chairman

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Trish Jorgenson
Member

Tim Moor
Member

Sean Neary
Member

Auna Pendergrass
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) Meeting Minutes – January 12, 2017

Exhibit 1

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Report
b) Initial Budget Priorities

VI. OLD BUSINESS

- a) TNCs
b) Ground Transportation Operating Agreement and Fees

VII. NEW BUSINESS

- a) Election of 2017 Officers
b) 2017 Airport Committee Work Plan

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

JANUARY

<i>Passengers</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,812	24,320	26,448	28,710	33,032	4,322	15.05%	15.05%
August	24,210	23,877	27,374	29,276	33,993	4,717	16.11%	15.59%
September	19,686	21,797	23,466	24,896	29,287	4,391	17.64%	16.20%
October	18,943	21,207	21,796	24,496	29,400	4,904	20.02%	17.07%
November	18,192	20,075	20,405	23,974	27,637	3,663	15.28%	16.75%
December	18,885	22,806	19,988	25,286	27,630	2,344	9.27%	15.54%
January	18,194	20,550	21,225	24,863	25,768	905	3.64%	13.91%
February	16,469	17,502	19,357	22,912				
March	18,926	21,067	22,469	25,313				
April	17,561	19,479	20,986	23,656				
May	18,398	21,165	21,901	7,379				
June	21,024	24,074	26,148	30,397				
Enplanements	235,300	257,919	271,563	291,158	206,747	(84,411)		
Deplanements	241,200	234,961	258,048	288,478	203,125	(85,353)		
Total Passengers	476,500	492,880	529,611	579,636	409,872	(169,764)		

KEY METRICS						
Revenue Per Enplanement	FY 15/16	FY 16/17	Benchmark	Goal	Jan. 2017	
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 16.77	
Airline Cost Per Enplanement (CPE)	FY 15/16	FY 16/17	Benchmark	Goal		
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$ 5.55	
Operating Efficiency	FY 15/16	FY 16/17	Benchmark	Goal		
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$ 15.34	

January					
REVENUES (by Fiscal Year)	2013/14	2014/15	2015/16	2016/17	% Chg
Passenger Facility Charge	\$ 88,692	\$ 102,350	\$ 110,028	\$ 115,313	4.8%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 32,268	0.0%
Landing Fees	\$ 81,255	\$ 63,622	\$ 79,310	\$ 81,743	3.1%
Fuel Flowage Fees	\$ 10,813	\$ 9,708	\$ 14,074	\$ 13,005	-7.6%
Fuel (Gallons) Jet A	151,977	136,381	198,561	184,523	-7.1%
Fuel (Gallons) Avgas 100LL	2,496	2,298	2,497	1,267	-49.3%
Fuel Tank Fees	\$ -	\$ -	\$ 213	\$ 1,522	612.9%
Space Usage Fees	\$ 49,212	\$ 38,762	\$ 45,531	\$ 43,513	-4.4%
Supplemental Security Fee	\$ -	\$ 14,754	\$ 17,002	\$ 17,630	3.7%
Parking	\$ 184,658	\$ 158,937	\$ 189,498	\$ 209,486	10.5%
Rental Cars	\$ 47,131	\$ 56,140	\$ 68,873	\$ 55,417	-19.5%
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,460	\$ 6,200	13.6%
Concession Commissions	\$ 7,606	\$ 8,038	\$ 10,366	\$ 13,522	30.4%
General Aviation	\$ 28,725	\$ 25,971	\$ 31,098	\$ 30,737	-1.2%
Forest Service Leases	\$ 38,194	\$ 66,940	\$ 51,847	\$ 52,030	0.4%
Total Revenues for month:	\$ 541,634	\$ 550,569	\$ 623,299	\$ 672,384	7.9%
Total Operating Cost for month:	\$ 450,229	\$ 312,305	\$ 326,484	\$ 395,232	21.1%
Cargo (Lbs)	163,689	135,583	147,660	151,168	2.4%



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

January 12, 2017

2522 SE Jesse Butler Circle, Suite 17, Airport Event Conference Room, Redmond, Oregon

Committee Members Present: Chair Eric Sande, Ross Centers, Kelly Coffelt, Trish Jorgenson, Sean Neary (*absent: Rob Berg, David Foote, Tim Moor; 1 vacancy*)

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Jayde Brumitt, *Office Assistant III*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Garry Finley; Jessica and Michele Pendergrass; Stan Clark; Thomas Headley III, *Century West Engineering*; Victor Walco, *Life Flight Network*

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the meeting to order at 5:35 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present.

II. ANNOUNCEMENTS

A. Kelly Coffelt Reappointed by Crook County Until 2020

Mr. Bass reported Mr. Coffelt had been reappointed to represent Crook County through December 31, 2020.

B. Introduction of New Committee Members

1. **Trish Jorgenson** (Deschutes County): Ms. Jorgenson introduced her dog, Riley, and identified herself as a retired deputy sheriff.

2. **Auna Pendergrass** (Youth Ex Officio): Ms. Pendergrass said she was looking for a good learning experience including a greater understanding of security. Mr. Bass said Ms. Pendergrass would have future opportunities to shadow Airport staff.

Councilor Patrick administered the oath of office to Ms. Jorgenson and Ms. Pendergrass.

Mr. Bass presented a handout entitled City of Redmond Committee/Commission Basics (revised 1.9.17). Included was information about public meeting laws, public record laws, conflict of interest, and council liaisons.

III. COMMENTS FROM CITIZENS

Mr. Clark thanked Airport staff for plowing the snow in front of his hangar.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Neary moved to approve the minutes of November 10, 2016, as written. Mr. Centers seconded the motion which passed unanimously.

Mr. Bass commended Ms. Prow for the quality of the minutes.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass invited everyone to introduce themselves:

Committee members: Ross Centers – private pilot, small business owner; Kelly Coffelt – Airport Manager, City of Prineville; Trish Jorgenson – see Agenda Item II.B.1 above; Sean Neary – attorney, formerly employed by Enterprise Rent-A-Car at several airports; and Eric Sande – Executive Director, Redmond Chamber of Commerce. Auna Pendergrass – student at Redmond Proficiency Academy (nonvoting member).

Staff: Zachary Bass – Director, Redmond Municipal Airport; Jayde Brumitt –employed by the Airport for 3½ months, formerly employed as Manager of Flight Services and Systems, the operating carrier for American Airlines in Redmond; and Cameron Prow – minutes-writer.

Visitors: Councilor Patrick – liaison to Redmond City Council. Stan Clark – private pilot; Garry Finley – transportation for Ms. Prow; Jessica Pendergrass – Auna’s sister; Michele Pendergrass – Auna’s mother; and Victor Walco – Customer Service Manager, Life Flight Network. Mr. Walco summarized Life Flight operations in Central Oregon. The City of Redmond has purchased Life Flight memberships for all staff which will take effect soon.

Mr. Bass presented a PowerPoint and the Airport Performance Metrics Report for October and November 2016. His discussion covered Growth & Air Service, CIP (Capital Improvement Plan) Update, Projects Update, UAV (Unidentified Aerial Vehicle), and the annual budget process. He reported growth of 15.65% for the first six months of fiscal year 2016-2017. He attributed December’s lower growth rate of 9.27% to the winter weather. He also discussed commercial service changes: Delta Airlines will add two daily Redmond-to-Seattle flights, starting June 12, 2017. United Airlines is reducing Denver service to one daily flight for part of May and some days in June 2017. The schedule currently shows Denver going down to one round trip on January 4 and returning June 8. All service is still loaded with a 50-seat CRJ-200. Use of larger regional jets for San Francisco will start on April 4, with one of the three round trips using a two-class CR-7. A 4th round trip to San Francisco will be added on May 4. Included in the projects update was a sign plan for the taxiways which is expected to be implemented before the fire season starts. Mr. Bass discussed how the City and Airport plan to address challenges posed by recreational use of drones by noncertified pilots. Some restrictions exist on flying drones within a five-mile radius of a commercial airport.

Councilor Patrick asked how drone operators would be expected to contact the Airport and how much advance notice they had to give. Mr. Bass outlined the message that will be released to the media.

Mr. Clark asked about the time of day that recreational drones could be operated.

Committee concerns included public safety, age of drone operators, size of recreational drones, benefit of giving the public a heads-up on drone operations, and importance of providing one point of contact for information about operating drones in Redmond.

B. Snow Report

Mr. Bass discussed (PowerPoint) the Airport Snow and Ice Plan for 2016-2017 and the impact of the 40-plus inches of snow received in November and December 2016 on operations and budget. Due to improvements in snow removal technology, the Airport can now de-ice a runway in less than 15 minutes. Operations (runway) and custodial staff have been working in 12-hour shifts to clear about 7,000 lineal feet of sidewalks, providing 24-hour coverage during major winter events.

Mr. Centers left the meeting at 6:15 p.m.

Committee concerns included how the Airport predicts and prepares for inclement weather and doing a better job of publicizing the Airport's loaner equipment program for transportation problems at the Airport (shovels, jumper cables, flat tires). Chair Sande thanked Airport staff for their hard work.

VI. OLD BUSINESS

A. CFCs

Mr. Bass said the Airport implemented a Customer Facility Charge of \$3 per day per car on car rental companies on October 1, 2016. He discussed the background and financial impact to the Airport, including how this revenue can be spent, and said the program was going well. The Airport is planning to use these funds to build a facility off the Airport property for the car rental companies. Intended uses would be refueling, washing, repair, and overflow parking.

B. Ground Transportation Operating Agreement and Fees

Mr. Bass discussed proposed changes to the City code to update the operating agreements and fees for taxi services on Airport property. The changes are primarily intended to improve Airport security. All drivers must now sign a conduct form which was done when they received their Airport badges (128 badges issued). The security gate for the new tracking system has been in place for 22 days. He estimated the financial impact to the Airport (annual revenue vs. expense). Funds from this program would be allocated to the Airport's General Operating Fund. The code changes and the annual \$100 access agreement fee per company is awaiting Council approval.

VII. NEW BUSINESS

A. Election of 2017 Officers

Due to lack of a quorum, Chair Sande postponed election of officers to the next meeting.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Neary asked if the Aero Pub was planning to change its operating hours.

Mr. Coffelt thanked Mr. Bass for the quality of information presented in his Airport Reports.

Mr. Bass said he was planning to update Council about the Airport Master Plan in February and asked how the Airport Committee wanted to receive this information. Committee members generally agreed that e-mailing this data to them would be acceptable.

Chair Sande thanked Mr. Bass for all his hard work in coping with the challenges posed this winter.

Mr. Bass offered to obtain a gavel for Chair Sande.

Next meeting: Thursday, March 9, 2017.

IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:30 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2017.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director