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REDMOND AIRPORT COMMISSION MINUTES
Thursday, January 9, 2014

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

Commissioners Present: Chair Mike Newell, Vice-Chair Marc Henegar (arrived 5:34 p.m.), Rob Berg, Kelly Coffelt, Kenny Larkin, Tim Moor (absent: *Carolyn Eagan, David Foote, Eric Sande*)

City Staff: George Endicott, *Mayor*; Jay Patrick, *Council Liaison*; Keith Witcosky, *City Manager*; Robert Noble, *Interim Airport Director*; Cameron Prow, *TYPE-Write II*

Visitors: Ed Boock; Joe Roshak, *Century West Engineering*; Stan Clark

Media: Leslie Pugmire Hole, *Redmond Spokesman*

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting. The three digits after the motion title show the number of Commissioners voting in favor/against/abstaining.)

I. CALL TO ORDER

Chair Newell called the meeting to order at 5:32 p.m. Ms. Prow conducted roll call and confirmed that a quorum existed.

II. ANNOUNCEMENTS

Chair Newell reported that the Jefferson County Board of Commissioners reappointed Rob Berg to serve January 2014 through December 2017.

III. COMMENTS FROM CITIZENS (None)

IV. CONSENT AGENDA

Motion 1 (6/0/0): Commissioner Larkin moved to accept the Consent Agenda. Commissioner Henegar seconded the motion which passed unanimously.

Motion 2 (6/0/0): Commissioner Larkin moved to remove the Election of 2014 Officers from the Consent Agenda and approve the minutes of October 10 and December 12, 2013, subject to amending the December minutes to include Stan Clark under the list of Visitors present. Commissioner Henegar seconded the motion which passed unanimously.

Commissioner Henegar nominated Commissioner Newell to serve as Chair for 2014. Commissioner Berg seconded the nomination. Commissioner Newell agreed to serve.

Commissioner Berg nominated Commissioner Henegar to serve as Vice-Chair for 2014. Commissioner Moor seconded the nomination. Commissioner Henegar agreed to serve.

Motion 3 (6/0/0): Commissioner Berg moved to accept the nominations presented from the floor and elect Commissioner Newell to serve as Chair and Commissioner Henegar to serve as Vice-Chair for 2014. Commissioner Moor seconded the motion which passed unanimously.

V. TOPIC

A. Draft of Annual Report to City Council

Mr. Noble presented (PowerPoint) the draft annual report which he and Chair Newell will take to City Council on January 28, 2014. He recommended adding "Advocacy for continued air service improvements and development of a sustainable funding strategy for that program" to the list of 2014 goals, so the Airport can become more proactive. He requested Commissioner input on 2013 accomplishments and 2014 goals.

Mayor Endicott said Council, which establishes all City commissions and committees, has asked the City Manager and all department heads to make sure that each group provides an annual report to Council.

Commissioners discussed how Commissioners can best help Council and the new Airport Director, updating the Airport's business/strategic plan in 2014, updating the master plan, Part 150, presenting the new Airport lease policy to Council in 2014, and giving the new Airport Director time to come up to speed before starting the master plan update process.

Mr. Noble said the FAA (Federal Aviation Administration) is interested in the Airport's ability to fund its capital improvement program. Leveraging the business/strategic plan into the Airport's master plan update process is the most feasible way to fund it.

B. Review Subcommittees

Mr. Noble explained the review process underway and the status of each subcommittee. The subcommittees are still reviewing the draft prepared by the Airport's consultant. Following Mr. Noble's review, the draft policies will be presented to Commissioners and should be ready for a public open house within two months.

1. **Minimum Standards and Airport Rules/Regulations** (members: Tim Moor, Eric Sande, David McRae, City Risk Manager Mike Viegas): This group has met twice. Draft 2 of Minimum Standards and Draft 1 of Airport Rules have been distributed. The next meeting is tentatively scheduled for January 23, 2014.
2. **Lease Policy** (members: Carolyn Eagan, David Foote, Tod Watkins, City Attorney Steve Bryant): This group has met once and Draft 1 of the Lease Policy has been distributed. A second meeting is tentatively scheduled for January 22, 2014.

Commissioners requested copies of the draft policies from both subcommittees and agreed by consensus to appoint Commissioner Larkin to the Airport Lease Policy Subcommittee.

Mr. Noble said he is updating the Communications Plan and will present it to the Airport Commission for review.

VI. OTHER TOPICS

A. Oregon Resiliency Plan Update

Mayor Endicott said Oregon Senate Bill 33 established a Resilience Task Force to add action items to the Oregon Resiliency Plan. The plan was created to address the consequences of a Cascadia event (9.0 earthquake and resulting tsunami). Most of the airports west of the Cascades are expected to be severely impacted and to take quite a while to become operational again. FEMA (Federal Emergency Management Association) has named Redmond as the state's primary recovery site with Klamath Falls as the secondary site. The first priority is to save lives. He has organized a group to begin working on how Central Oregon is going to address supply, utility, transportation, and emergency service issues. Deschutes County Fairgrounds is prepared to handle 20,000 refugees; the state's Red Cross office is predicting 100,000. FEMA's reaction to

Redmond's request for proactive assistance was that it reacts to catastrophic events but does not invest in infrastructure.

Commissioner concerns included funding assistance, role of other Central Oregon airports, airport integrity (infrastructure repair), communications, outreach to community groups on how people can take care of themselves, and tri-county support of public safety.

Mr. Boock asked what would happen if Interstate 5 was destroyed. Mayor Endicott recommended checking out the Oregon Emergency Management website.

Mr. Noble suggested exploring political support for assistance in funding a longer runway.

B. 2014 Meeting Schedule

Mr. Noble said City code requires the Airport Commission to meet at least every other month. Given the anticipated workload, he proposed that the Airport Commission meet at 5:30 p.m. on the 2nd Thursday of each month throughout calendar year 2014.

Motion 4 (6/0/0): Commissioner Moor moved to approve the 2nd Thursday monthly meeting schedule proposed by Mr. Noble. Commissioner Henegar seconded the motion which passed unanimously.

VII. COMMISSIONER COMMENTS

Chair Newell stated, and Commissioner Moor agreed, that the Airport Commission is operating more efficiently thanks to Mr. Noble's leadership.

Vice-Chair Henegar commended Mr. Witcosky for the quality of the advertising issued to recruit a new Airport Director.

VIII. ADJOURN

The next meeting is scheduled for Thursday, February 13, 2014, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 6:34 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this 10 day of April , 2014.



Mike Newell, Chair