



Redmond Municipal Airport-Roberts Field

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## REDMOND AIRPORT COMMITTEE MINUTES

Thursday, April 16, 2015

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

**Committee Members Present:** Vice-Chair Eric Sande, Ross Centers, Kelly Coffelt, Doug Knight  
(excused: *Rob Berg, David Foote, Tim Moor, Marc Henegar*, absent: *Sean Neary*)

**Youth Ex Officio:** *Frank Reed* (absent)

**City Staff:** Jeffrey Tripp, *Airport Director*; Nettice Honn, *Executive Assistant*; Cameron Prow,  
*TYPE-Write II*

**Visitors:** George Endicott, *Alternate Council Liaison*; Joe Roshak, *Century West Engineering*; Damon  
Smith, *Mead & Hunt*; Don Lee; Stan Clark

**Media:** Dave Morgan, *Bend News Today*

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

### I. CALL TO ORDER

Vice-Chair Sande called the meeting to order at 5:34 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (4 of 9) was not present.

### II. ANNOUNCEMENTS

Mayor Endicott said his State of the City address on April 15 included airport issues. He expressed concern about the potential for The Bulletin's front-page article to confuse readers about when the closure will actually occur. He thanked Chair Henegar and Vice-Chair Sande for volunteering to serve on the Airport Project Task Force that will help resolve potential impacts of the Airport's 21-day closure in **May 2016**.

### III. COMMENTS FROM CITIZENS

None.

### IV. APPROVAL OF MINUTES

Vice-Chair Sande postponed approval of the March 12, 2015, minutes due to lack of a quorum.

### V. CONSENT AGENDA

None.

### VI. OLD BUSINESS

None.

### VII. NEW BUSINESS

#### A. Subcommittees

**Airport Rules and Regulations:** Mr. Tripp confirmed members of this subcommittee to be Mr. Coffelt, Mr. Neary, and Mr. Sande and outlined the review process which will include

one more public comment opportunity. Members present recommended that Mr. Neary lead this subcommittee. Mr. Clark volunteered to serve on this subcommittee and said his experience included serving as the City Attorney (1970-1975). Mayor Endicott recommended including Mr. Clark due to his prior experience with corporate law and institutional knowledge of the Airport.

**Airport Lease Policy:** Mr. Lee requested the opportunity to serve on this subcommittee. Mayor Endicott recommended including Mr. Lee due to his experience with corporations and institutional knowledge of Airport lease policy.

Ms. Honn asked subcommittee leaders to notify her of the date, time, and place of their meetings so she can inform interested parties. She will e-mail the latest drafts to each subcommittee member along with other information and deadlines.

Mr. Tripp reported receiving an e-mail today from Mr. Foote, expressing his concerns about the Airport Rules/Regulations review process, RFQ (Request for Qualifications)/RFP (Request for Proposals) solicitation process, proposed master plan update in fiscal year (FY) 2015-2016, Airport Performance Metrics Report, and the FY 2015-2016 budget. Mr. Tripp said he would schedule a budget briefing for the May 2015 meeting.

B. Selection Committees

**Airport Master Plan RFQ:** Mr. Tripp said this subcommittee was targeted to start in fall 2015. Funding for this project won't be available until April 2016.

## VIII. COMMITTEE REPORTS

A. Airport Rules and Regulations

Mr. Tripp reported this subcommittee has not met since being reconstituted.

B. Airport Lease Policy

Mr. Tripp said this subcommittee has not met since being reconstituted.

## IX. AIRPORT STAFF BRIEFINGS, REPORTS, and PRESENTATIONS

A. Airport Director's Report

Mr. Tripp presented the Airport Director's Report dated April 16, 2015, and provided additional details in response to committee interest.

1. **Airport Operations Performance Metrics:** Mr. Tripp presented the Airport Performance Metrics Report for February 2015 which is distributed to the Airport Committee, City Council, City Manager, and internal Airport staff. The report provides a snapshot of air service numbers, key financial metrics, and monthly revenues by fiscal year. Due to the time it takes to receive and enter financial data into the City and Airport systems, the report will typically be two months behind. He welcomed member suggestions for improving this working document. He will invite Airport Business Coordinator Felila Narotski to attend the May 2015 meeting.

Air service numbers are looking good and trending upward. In February 2015, Revenue per Enplanement was \$14.70 (goal: above \$15.00), Airline Cost per Enplanement was \$5.35 (goal: below \$6.00), and Operating Costs per Enplanement at \$15.25 (goal: below \$15.00). Passenger Facility Charges are fairly consistent at \$4.50 per boarded passenger. He is working closely with the City Budget Coordinator and Finance Director to assure data accuracy; these numbers will be updated when new information becomes available. He stated the Airport remains operationally efficient. However, operating costs associated with the new terminal and airfield operations are higher while enplanements are remaining fairly flat. Staff

will do everything possible to assure the Airport meets performance metrics, remains financially self-sustaining and economically viable, and keeps airline costs down.

Mr. Tripp said the e-mail he received from Mr. Henegar today suggested blanking out year-to-date (YTD) enplanements/deplanements and total passengers in the Variance and % Variance columns to avoid confusion. He provided brief responses to other concerns expressed in Mr. Henegar's e-mail. The COAST (Central Oregon Air Service Team) report to City Council was postponed to May 26. Knife River (at \$13.8 million) was the lowest bidder of three for Phase 2 rehabilitation of Runway 4-22. The award to Knife River is contingent on the Airport's receipt of the FAA grant which is due in the next two months.

Mayor Endicott expressed support for keeping the YTD numbers.

Committee concerns included revenue sources and relationship to operating expenses, impact of metrics on each other, providing a rolling 12-month average, comparison of airport landing fees (2014-2015 YTD: Redmond, \$6.09; Eugene, \$7.01; Medford, \$7.59; FY 2013-2014: Redmond, \$3.43; Eugene, \$2.48; Medford, \$2.74), rationale behind North Bend Airport's GA landing fee, and the basis of FAA (Federal Aviation Administration) grant funding calculations.

Mr. Tripp responded to committee concerns including reinvesting in general aviation and the importance of staying ready to receive and use FAA grants.

Mayor Endicott pointed out Council was unlikely to support a GA landing fee as that would be counterproductive to its ongoing effort to encourage more GA.

**X. COMMITTEE MEMBER COMMENTS**

Mr. Centers said he will attend the small unmanned systems business expo in San Francisco the end of April 2015.

Mr. Coffelt reported receiving two phone calls regarding the impact on commercial air service during the 2016 airport closure.

Vice-Chair Sande suggested researching how other airports handle temporary closures.

Mr. Knight suggested researching opportunities to charter planes at the Bend Airport during the temporary closure in May 2016.

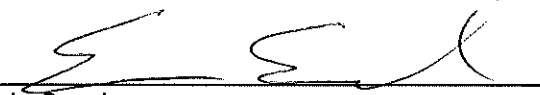
**XI. ADJOURN**

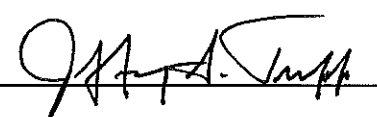
The next meeting is scheduled for 5:30 p.m. on Thursday, May 14, 2015.

With no further business, Vice-Chair Sande adjourned the meeting at 6:18 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this 14 day of May, 2015.

ATTEST:

  
Eric Sande  
Vice-Chair

  
Jeffrey Tripp  
Airport Director