



Redmond Municipal Airport-Roberts Field  
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## REDMOND AIRPORT COMMITTEE MINUTES

Thursday, December 11, 2014

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

**Committee Members Present:** Marc Henegar, *Chair*; Kelly Coffelt, David Foote, Tim Moor, Eric Sande (excused: Doug Knight, Kenny Larkin; absent: Rob Berg; 1 vacancy)

**City Staff:** Jeff Tripp, *Airport Director*; Nettice Honn, *Airport Projects Coordinator*; Cameron Prow, *TYPE-Write II*

**Visitors:** George Endicott, *City Council Liaison Alternate*; Tom Headley and Joe Roshak, *Century West Engineering*; Stan Clark; Don Lee, *NW Commercial*; Anthony LeLouis; Sean Neary

**Media:** None

(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/against/abstaining.)

### I. CALL TO ORDER

Mr. Tripp called the meeting to order at 5:32 p.m. and welcomed the visitors.

Ms. Prow called the roll and confirmed that a quorum did not exist as only four of eight committee members were present.

### II. ANNOUNCEMENTS

Mayor Endicott summarized the City commission/committee restructuring process. All but two commissions became advisory committees. The Urban Area Planning Commission and Historic Landmarks Commission retained their current titles as they have quasi-judicial authority on behalf of the City.

### III. COMMENTS FROM CITIZENS (None)

### V. CONSENT AGENDA (None)

### VI. TOPIC

Mr. Tripp presented the Airport Director's Report – December 11, 2014. Staff are continuing to modify the monthly format to better report airline passenger statistics and airport revenues.

#### A. Airport Operations

Mr. Tripp said the Airport experienced several closures in the past month due to extreme weather conditions (icing, freezing rain, fog). The Airport was open throughout the recent snowstorm until freezing rain forced closure. Extremely strong winds (40 to 50 miles per hour) caused some cancellations, diversions, and delays earlier today but normal function has been restored. Backup generators enabled maintenance of critical functions during the power outage. He commended Airport staff for their hard work to return to normal operating conditions and prevent slipping/falling accidents on walkways and parking lots.

He summarized actions taken to improve the Airport's ability to stay open during storm events and enhance communication with the public. The Airport is purchasing a 5-year-old, 750-gallon, towable runway de-icer with a 75-foot spray boom (current de-icer has a 50-foot boom). Press releases will be issued to provide a better picture of how the Airport handles storm events and its scope of responsibility (metrics) related to those activities.

B. FBO Agreement

Mr. Tripp summarized the background and progress of the fixed-base operator agreement to date. The Airport provided a status update at the October 28 City Council meeting. He, City Manager Keith Witcosky, and Community Development Director Heather Richards met with the owners of Butler Aircraft Services, Butler's general manager, and a KC Aero representative on November 4 to review submittal requirements. Butler presented the majority of the needed information a day before the November 25 deadline. He is working closely with Butler's general manager to complete the application process. He and the City's Risk Manager are coordinating with Butler's insurance provider to ensure the proper levels of coverage are provided. Code changes to the Airport's minimum standards are needed to address environmental concerns about the fuel storage facility. Following staff review, he will present Butler's FBO application to Council for its consent.

Mr. Tripp responded to Committee concerns about reviewing proposed code changes and Butler's performance during the application process.

Mayor Endicott explained that the time constraint was being driven by a subpoena. He emphasized that Council deadlines made it clear that allowing staff extra time to work through the issues did not mean the City was backing off. The City has to provide FBO services if no one else will, but would prefer that the private sector do this.

C. Air Service Initiatives and Updates

Mr. Tripp said Airport staff, representatives of Mead & Hunt (air service consultant), EDCO (Economic Development of Central Oregon), and COVA (Central Oregon Visitors Association) met with Alaska Airlines in Seattle, Washington, on November 21, American Airlines in Dallas, Texas, and Delta Airlines on December 3. The goals are to assure service continuation and to increase capacity and frequency of flights. Meetings held with United Airlines, Skywest Airlines, and Delta Airlines have been very positive. The major concern at this point is to assure that American Airlines has the load factors it needs to justify its midday (formerly morning) flights. He is planning to attend the annual air service meeting in spring 2015.

D. Airport Rules and Regulations

Mr. Tripp reported he wanted to reconvene the subcommittee for one more review of the rules and regulations prior to a final public comment period and presenting them to Council.

E. Airport Lease Policy

This project was suspended during the transition from the Interim Airport Director to Mr. Tripp. Mr. Tripp requested that the subcommittee reconvene to review the lease policy, along with City staff, prior to releasing it for a final public comment period. His goal is to get this to Council as early as possible in 2015.

F. Runway 4-22 Project

Mr. Tripp summarized progress to date and presented a Project Schedule for Phase II dated December 3, 2014. Phase I of the reconstruction was completed on November 14, 2014. He commended Century West and High Desert Aggregate for working in the middle of a snowstorm. Phase II is 90% designed and should be ready by December 19 for FAA (Federal Aviation Administration) review and final comment. The revised project has been influenced by stakeholders' preference for the Airport to stay open during busy summer

months and timing of the second federal grant in mid-2015. Some work will be done in fall 2015, but most is planned for spring 2016. Staff will meet with stakeholders, Airport Committee, Airport tenants, Council, and others. The goal of these meetings will be to provide information about the scope of work, scheduling, and City efforts to minimize impacts of the expected closure in May 2016 during construction at the intersection of both runways.

G. Terminal Energy Efficiency Improvements

On October 29, the City announced it was embarking on a \$1.2 million Energy Savings Performance Contract to improve City buildings by replacing incandescent lights with LEDs (light-emitting diodes). Savings are expected in energy costs, materials, and labor, since incandescent bulbs last 2 years, while LEDs last 7-10 years. Ameresco (energy auditor on over 272,000 square feet of building space) will design, construct, commission, and verify the project. Ameresco identified additional funding (\$100,000) which the Airport can use in a variety of ways. City staff met with contractors and consultants on December 4 to discuss the project schedule. Upgrades to the terminal, Airport operations (snow removal) building, and Airport fire station are expected to start by the end of December 2014. He credited the Public Works Department with spearheading this project.

H. City Code Update – Airport Committee

Mr. Tripp presented a copy of Redmond Code Sections 2.580-2.588 which Council approved on October 28, 2014. He summarized changes in how the Airport Committee will operate including addition of a youth (ex officio) member, annual report to Council, and membership on the Redmond Development Committee. He asked Committee members to contact him with comments and/or corrections.

Mayor Endicott said Section 2.583(4) should read (new wording): “**Appointments.** The Mayor, with the approval of the City Council, shall appoint all members with recommendations received from the City of Bend, Deschutes County, Crook County and Jefferson County pertaining to their respective representatives.”

I. Airport Personnel

Mr. Tripp said he has hired two new staff, is in the process of hiring an Executive Assistant, and is looking for a Property and Contract Specialist. He is reviewing the budget to see if it will support hiring more operation positions to assure coverage from 4 a.m. to midnight or later, depending on flight schedules.

Felila Narotski, Airport Business Coordinator, started on December 8. She has a Bachelor degree in Accounting and a Masters in Business Administration plus 20 years of experience. Once she's up to speed, budgetary and financial reporting will include more useful information and be distributed to the Airport Committee, City Manager, and Council and posted on the Airport's webpage.

Zachary Bass, Airport Projects and Grants Coordinator, will start on February 6, 2015. He has a Bachelor degree in Business Administration and a Masters in Project Management plus experience in the U.S. Air Force and as a small business owner. His responsibilities will include design and construction of all Airport capital projects (grant- and nongrant-fundable) and administration of the Airport's grant program.

Mr. Tripp presented a copy of an e-mail he received from the American Association of Airport Executives on December 10. The Redmond Airport tower is not an FAA facility but is run by a private company that provides air traffic control services through an FAA program. If passed by the Senate and signed by the President, the House omnibus spending bill will provide funding for the contract tower program through September 30,

2015. He thanked everyone who contacted their Congressional delegations urging support of full, dedicated funding to the FAA Control Tower program.

## **VII. OTHER TOPICS**

### **A. Runway 4-22 Phase II Project Overview and Scheduling**

Mr. Tripp said the original \$5 million runway overlay project two years ago was now expected to cost \$18-20 million due to expansion of the project scope at the request of the FAA. He emphasized the importance of communicating with the public and stakeholders as early as possible about the scope of this massive project. The Airport is doing everything it can to minimize impacts to stakeholders from the tentative May 2016 airport closure.

Mr. Roshak stated Phase I was substantially complete except for some painting which will be done in spring 2015. He presented photos of what RWY 4-22 looks like today and discussed the Phase II project scope (runway changes, design, materials), FAA funding schedule, construction timeline, and what project information should be presented to the public. Closure of RWY 4-22 could be held to 15-21 days in May 2016 if crews worked 24 hours a day. Benefits of this project include adding federal dollars to the local economy, reducing the length of time the Airport will be shut down for reconstruction of RWY 10-28, and complying with FAA standards.

Mayor Endicott suggested comparing the scope of this project to tearing out and replacing a four-lane highway between Bend and Redmond in 15 days.

Committee concerns included making the Airport FAA-compliant and safe, maintaining an ongoing dialogue with the airlines, focusing on the benefits to doing this project now in press releases, and suggesting alternate trips as mitigation during the anticipated closure.

Mr. Clark suggested removing "up to" references when providing metrics.

Mr. Tripp discussed contingency plans for equipment breakdowns and material shortages.

### **B. Committee Member Recruitment**

Mr. Tripp said the terms of three members (Mr. Foote, Mr. Larkin, and Mr. Sande) will soon expire. Staff are also recruiting a Youth Ex Officio member, who will serve a one-year term.

Mayor Endicott said he expected to appoint new Airport Committee members next week. Mr. Larkin has indicated he will not reapply due to his work schedule.

## **VIII. COMMITTEE MEMBER COMMENTS**

Mr. Foote thanked staff for sending the Airport Director's Report in advance of the meeting. For meeting efficiency, he suggested asking members at the start of each meeting if they have read the report and have any questions.

Mr. Moor said the Airport Director's Report was very helpful. He commended Nicole Jurgensen for getting information on Airport closures out sooner. Mr. Tripp said Ms. Jurgensen has been receiving training about how to be a public information officer, including posting alerts on the Airport webpage and issuing press releases on a regular basis.

Mr. Coffelt said the Airport Director's Report is fantastic.

Mr. Sande commended Mr. Tripp for the good job he has done since coming on board.

## **VIII. COMMENTS FROM CITIZENS**

Mr. Lee recommended posting the agenda and meeting packet on the Airport website, recommended topics for press releases, and suggested additional ways to inform the public

(Redmond Buzz) and the airlines about transportation alternatives. Mr. Tripp outlined options for meeting passenger needs during the tentative May 2016 airfield closure.

Chair Henegar arrived at 6:39 p.m., establishing a quorum.

**IV. APPROVAL OF MINUTES**

**Motion 1** (5/0/0): Mr. Moor moved to approve the minutes of October 9 and November 20, 2014. Mr. Sande seconded the motion which passed unanimously.

**IX. ADJOURN**

The next meeting is scheduled for 5:30 p.m., Thursday, January 8, 2015.

Chair Henegar recommended reviewing the meeting schedule at the January 2015 meeting, and reminded members that Councilor Patrick was unable to attend midday meetings due to other commitments.

There being no further business, Chair Henegar adjourned the meeting at 6:40 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this 12<sup>th</sup> day of FEBRUARY, 2015.

  
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Marc Henegar, Chair