



Redmond Municipal Airport-Roberts Field

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REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

November 10, 2016

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

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

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Cameron Prow,
TYPE-Write II

City Council Liaison: George Endicott, *Mayor*

Visitors: Thomas Headley III and Joe Roshak, *Century West Engineering*; Mitch Hooper, *Mead & Hunt*;
Stan Clark; Garry Finley

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 5:32 p.m.

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

II. ANNOUNCEMENTS

Mayor Endicott reported that Mr. Knight lost his Bend City Council seat in the November 8, 2016, election. He suggested that City Manager Keith Witcosky contact the Bend City Manager regarding replacement of the Bend representative.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Foote moved to approve the minutes of October 13, 2016. Mr. Neary seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass discussed (PowerPoint) the Airport's continued growth, FAA (Federal Aviation Administration) capital improvement plan for 2017 through 2022, projects update, and ground transportation. The Airport Performance Metrics Report for September 2016 showed a 17.6% increase in number of passengers from a year ago. Passenger numbers are expected to increase another 17% in October 2016. Most of this increase is coming from extra flights. On November 14, 2016, the FAA will conduct flight tests of Runway 5-23 and the ILS (Instrument Landing System) should be available by the end of next week. Taxiway B

reconstruction is expected to start in spring 2017; funding of this project will not require taxpayer dollars. Construction of the new COIDC (Central Oregon Interagency Dispatch Center) has started. He and Ms. Honn will begin the annual headquarter visits soon.

Mayor Endicott reported a good turnout from the 76 middle school and high school students who participated in the FAA triennial drill.

Ms. Honn reported some delays and cancellations with American Airlines over the last month or so due to the Redmond station general manager leaving. These issues have been mostly resolved. Load factors in summer 2016 for the Phoenix (Arizona) flight were running in the low 80s and jumped into the high 80s for September 2016.

Committee suggestions included using an independent proctor for the next FAA triennial drill and comparing Redmond Airport growth patterns with those of other Oregon airports.

B. Airport Master Plan Overview – Mead & Hunt

Mr. Hooper, project manager, discussed (PowerPoint) the project team, community vision development (stakeholder coordination and public outreach), focus areas, process timeline, and Airport Committee involvement. The Planning Advisory Committee (PAC) will meet five times starting on November 10 and is being chaired by the mayor. Two public open houses will be held in 2017. Completing this 20-year plan is expected to take 18 months.

Committee concerns included PAC liaisons (Mr. Coffelt, Mr. Sande) and evaluating this master plan from a regional perspective.

VI. OLD BUSINESS

A. TNCs

Mr. Bass said he was following the City's lead regarding Transportation Network Companies. He will keep committee members updated on progress of this process.

Chair Sande reported hearing from four people who are interested in Uber. Mr. Neary shared his experience with this type of transportation in Portland (Oregon).

B. Airport Committee Meeting Schedule

Mayor Endicott said the Airport Committee is required to meet at least every other month (six times per year).

Following discussion, Chair Sande directed that the Airport Committee change to a bimonthly meeting schedule in odd-numbered months (January, March, May, July, September, November). He asked Mr. Bass to provide updates between meetings.

Mr. Bass assured committee members they could meet at other times if needed.

VII. NEW BUSINESS

A. Ground Transportation Operating Agreement and Fees

Mr. Bass summarized (PowerPoint) the background, current users, current issues, Airport needs, proposed changes, industry best practice, and financial impact.

Following discussion on the expected impacts and the need for front-line customer service training, committee members agreed by consensus that the Airport should move forward with the proposed changes.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg reported the new grass runway (5,000 feet long x 75 feet wide) at Madras Airport would be operational in spring 2017.

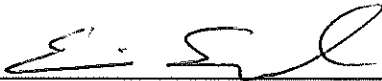
Next meeting: Thursday, January 12, 2017, 5:30 p.m.

IX. ADJOURN


With no further business, Chair Sande adjourned the meeting at 6:34 p.m.

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

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director