



Redmond Municipal Airport-Roberts Field
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REDMOND, OR 97756
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www.flyrdm.com

AIRPORT COMMITTEE

Thursday July 12, 2018
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Sean Neary
Vice Chair

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

Justin Livingston
Member

Tim Moor
Member

Phil Henderson
Member

Eric Beal
Youth Ex Officio

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **ANNOUNCEMENTS**
 Passing of Committee Member David Foote on June 9, 2018
- III. **COMMENTS FROM CITIZENS**
- IV. **APPROVAL OF MINUTES**
 - a) Meeting Minutes May 2018 –Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
- VI. **OLD BUSINESS**
 - a) Air Service Updates (737-800)
 - b) FEMA Assessment Review Draft
- VII. **NEW BUSINESS**
 - a) FBO Negotiations
 - b) Airport Owned GA space
 - c) Regional Emergency Training Center
- 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

APRIL

<i>Passengers</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,320	26,448	28,710	33,032	38,883	5,851	17.71%	17.71%
August	23,877	27,374	29,276	33,993	39,352	5,359	15.77%	16.73%
September	21,797	23,466	24,896	29,287	33,346	4,059	13.86%	15.85%
October	21,207	21,796	24,496	29,400	33,285	3,885	13.21%	15.24%
November	20,075	20,405	23,974	27,637	32,741	5,104	18.47%	15.82%
December	22,806	19,988	25,286	27,630	31,567	3,937	14.25%	15.58%
January	20,550	21,225	24,863	25,768	29,111	3,343	12.97%	15.25%
February	17,502	19,357	22,912	25,345	27,718	2,373	9.36%	14.61%
March	21,067	22,469	25,313	29,671	30,477	806	2.72%	13.26%
April	19,479	20,986	23,656	26,536	28,926	2,390	9.01%	12.87%
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	325,406			
Deplanements	234,961	258,048	288,478	348,023	321,771			
Total Passengers	492,880	529,611	579,636	698,425	647,177			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 16/17	FY 17/18	Benchmark	Goal	April 2018	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$ 18.97	
<i>Airline Cost Per Enplanement (CPE)</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$ 6.56	
<i>Operating Efficiency</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$ 16.89	

April

REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg
Passenger Facility Charge	\$ 94,059	\$ 79,650	\$ 117,158	\$ 144,302	23.2%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 35,787	\$ 46,116	28.9%
Landing Fees	\$ 65,609	\$ 78,643	\$ 92,767	\$ 108,247	16.7%
Fuel Flowage Fees	\$ 11,373	\$ 12,885	\$ 15,008	\$ 24,371	62.4%
Fuel (Gallons) Jet A	159,167	178,189	208,896	339,155	62.4%
Fuel (Gallons) Avgas 100LL	3,309	5,877	5,509	9,001	63.4%
Fuel Tank Fees	\$ -	\$ 201	\$ 1,584	\$ -	-100.0%
Space Usage Fees	\$ 40,283	\$ 45,830	\$ 46,789	\$ 55,555	18.7%
Supplemental Security Fee	\$ 15,525	\$ 17,196	\$ 19,421	\$ 26,053	34.2%
Parking	\$ 178,989	\$ 201,571	\$ 240,964	\$ 290,816	20.7%
Rental Cars	\$ 53,289	\$ 62,732	\$ 68,590	\$ 90,987	32.7%
Rental Cars Lot Fees	\$ 5,348	\$ 5,640	\$ 6,200	\$ 6,200	0.0%
Concession Commissions	\$ 8,145	\$ 10,914	\$ 12,664	\$ 16,362	29.2%
General Aviation	\$ 25,917	\$ 31,690	\$ 31,378	\$ 32,203	2.6%
Forest Service Leases	\$ 48,730	\$ 52,136	\$ 52,411	\$ 89,262	70.3%
Total Revenues for month:	\$ 547,267	\$ 599,086	\$ 740,720	\$ 930,474	25.6%
Total Operating Cost for month:	\$ 373,961	\$ 339,815	\$ 371,416	\$ 488,451	31.5%
Cargo (Lbs)	151,984	160,748	193,900	237,947	22.7%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

MAY

<i>Passengers</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
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December	22,806	19,988	25,286	27,630	31,567	3,937	14.25%	15.58%
January	20,550	21,225	24,863	25,768	29,111	3,343	12.97%	15.25%
February	17,502	19,357	22,912	25,345	27,718	2,373	9.36%	14.61%
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May	21,165	21,901	7,379	29,137	30,827	1,690	5.80%	12.22%
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	356,233			
Deplanements	234,961	258,048	288,478	348,023	353,672			
Total Passengers	492,880	529,611	579,636	698,425	709,905			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 16/17	FY 17/18	Benchmark	Goal	May 2018	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	18.90
<i>Airline Cost Per Enplanement (CPE)</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	6.81
<i>Operating Efficiency</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	14.05

May

REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg
Passenger Facility Charge	\$ 93,287	\$ 92,991	\$ 132,041	\$ 152,175	15.2%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 41,913	\$ 24,744	-41.0%
Landing Fees	\$ 65,914	\$ 24,548	\$ 102,051	\$ 122,465	20.0%
Fuel Flowage Fees	\$ 11,785	\$ 4,510	\$ 17,016	\$ 26,550	56.0%
Fuel (Gallons) Jet A	164,556	62,183	234,519	368,460	57.1%
Fuel (Gallons) Avgas 100LL	3,804	2,252	8,560	10,827	26.5%
Fuel Tank Fees	\$ -	\$ 135	\$ 1,777	\$ -	-100.0%
Space Usage Fees	\$ 41,934	\$ 20,801	\$ 50,374	\$ 59,180	17.5%
Supplemental Security Fee	\$ 16,356	\$ 5,207	\$ 21,347	\$ 28,228	32.2%
Parking	\$ 188,919	\$ 59,860	\$ 288,269	\$ 332,814	15.5%
Rental Cars	\$ 57,047	\$ 54,173	\$ 77,719	\$ 73,456	-5.5%
Rental Cars Lot Fees	\$ 5,348	\$ 5,880	\$ 6,200	\$ 6,200	0.0%
Concession Commissions	\$ 8,502	\$ 8,185	\$ 14,425	\$ 17,996	24.8%
General Aviation	\$ 25,318	\$ 30,904	\$ 30,950	\$ 31,633	2.2%
Forest Service Leases	\$ 48,730	\$ 52,136	\$ 52,411	\$ 89,262	70.3%
Total Revenues for month:	\$ 563,140	\$ 359,333	\$ 836,491	\$ 964,702	15.3%
Total Operating Cost for month:	\$ 371,644	\$ 374,773	\$ 393,653	\$ 433,111	10.0%
Cargo (Lbs)	172,461	51,792	210,198	275,120	30.9%



Redmond Municipal Airport-Roberts Field

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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

May 10, 2018

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

Committee Members Present: Chair Eric Sande, Vice-Chair Sean Neary, Ross Centers, Kelly Coffelt, Phil Henderson (*absent: Rob Berg, David Foote, Justin Livingston, Tim Moor*)

Youth Ex Officio: Eric Robert Beal

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Greg Reince, *Century West Engineering*; Jon Hay and Linda Cramer, *Hillsboro Aero Academy*; Larry Hagemeister, *Hagemeister Enterprises Inc.*; Matthew Braun, *Aviano RDM LLC*

Media: None

(Agenda items appear in discussion order. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:33 p.m., Thursday, May 10, 2018.

Ms. Prow called the roll and confirmed a quorum of members (5 of 9) was present. Everyone present introduced themselves and their roles.

II. ANNOUNCEMENTS

None.

III. SWEARING IN OF NEW MEMBERS

Councilor Patrick administered the Oath of Office to new member Phil Henderson. Mr. Henderson is one of the three Deschutes County Commissioners.

IV. COMMENTS FROM CITIZENS

None.

V. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Neary moved to approve the minutes of March 22, 2018, as presented. Mr. Centers seconded the motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics Reports for February and March 2018 and a PowerPoint presentation.

Quick Updates: Year-over-year enplanements showed a 12% increase: 3% in March and 9% in April. The flight school now has 85 students. Annual TSA (Transportation Security Administration) and FAA (Federal Aviation Administration) Part 139 inspections are taking place in May-June 2018. Due to summer traffic patterns and the Airport's growth, passengers need to arrive 1.5-2 hours before early morning (5:30-6:30 a.m.) flights as 5-6 flights are leaving in a 20-minute window around 6 a.m.

FAA Issues: The FAA is implementing new "pen and ink" policies that require the Airport to add planning review, environmental review, and an air space study to new infrastructure projects. He discussed impacts of these new rules on Airport projects. This change will expand a two-month process into a five-to-six-month process. Redmond Airport is working with other regional airports to push back these onerous requirements. Airport staff are also reaching out to the Oregon Department of Aviation, Airport Managers Association, and Airplane Owners and Pilots Association. A big concern is the delay caused for adding another fuel tank with the summer fire season coming up.

Projects: *Completed* – changing to aircraft pushback added 1 spot (total 9). *Underway* – Runway 11-29 reconstruction (February-October 2018, impact on general aviation tenants), parking expansion (summer 2018), security office buildout (design scope to convert old restaurant space into new temporary security office plus a training room and janitorial closet), and FBO (fixed-base operator) contract renegotiation. *New* – Terminal ramp extension (design complete, awaiting FAA approval, Request for Proposals going out June 7, contractor to start spring 2019), Quick Turnaround rental car facility (site analysis done), new snow removal equipment building (scope complete for the FAA, start in 2020), and hold room expansion (2020).

B. Budget Update

Mr. Bass presented (PowerPoint) Fiscal Year (FY) 2015-2016 Actual, FY 2016-2017 Actual, FY 2017-2018 Budget, and FY 2018-2019 Budget figures. He reviewed revenue and expense items for the Terminal, Airfield, General Operations, and Capital Projects and discussed impacts of the Airport's growth on the budget. Council will review the Budget Committee-approved budget for FY 2018-2019 on Tuesday, June 12, 2018.

Committee concerns included budget structure, remaining amount owed on the terminal, and security needs.

C. Engineer's Lesson: FAA Grant Assurances

Mr. LeLacheur said airports are user-funded systems. He discussed (PowerPoint) the importance of grants for airport improvement programs (opportunities), what grant funds can cover, and impact of grant assurances (obligations).

Committee members asked about the impact of grants on Airport Master Plan projects and source of funds for airport improvement programs.

D. Hillsboro Aero Academy

Mr. Hay discussed (PowerPoint) Hillsboro Aero Academy operations at Redmond Airport. His summary included a company overview, accreditation, partners and customers, student demographics, equipment fleet (66 single-engine and 17 multi-engine airplanes,

20 helicopters), campus locations (Hillsboro, North Las Vegas, Redmond, Troutdale), and Redmond growth plans (students, aircraft, employees).

Committee interests included avionics setup, training length and cost, graduation rate, and ratings earned.

Ms. Cramer, Redmond Campus Manager, invited committee members and visitors to tour the academy.

Mr. Bass outlined benefits to the Redmond economy.

VII. OLD BUSINESS

A. Air Service Updates

Mr. Bass discussed changes in air service:

- **Alaska Airlines** will add a 737-800 daily mainline service to Seattle (SEA) starting July 6, 2018. Airport staff will monitor load factors closely.
- **Allegiant Air** has said Redmond is one of the top destinations it wants to add service to; however, it has not yet responded to the information Redmond provided earlier this year.
- **United Airlines** is starting a new service to Los Angeles (LAX) in June 2018.

VIII. NEW BUSINESS

A. Lease Policy Amendment

Mr. Bass summarized the background of the Airport's current lease policy. He outlined pros and cons of making Redmond's current lease policy more business-friendly by allowing transferability of leases under certain conditions.

Following discussion about the importance to Redmond of being business-friendly, committee members agreed by consensus with the proposed amendments.

IX. COMMITTEE MEMBER COMMENTS

Mr. Neary asked about the noise level on approach from 737 aircraft. Mr. LeLacheur said 737s had to stay on Runway 5-23 due to load requirements. Noise levels were no worse than with other aircraft used by Alaska Airlines. Mr. Bass reported the Airport's noise study done for its 20-year master plan did not indicate a noise problem with 737 and similar aircraft.

Next Airport Advisory Committee meeting: Thursday, July 12, 2018, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:50 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2018.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director