



Redmond Municipal Airport-Roberts Field  
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## AIRPORT COMMITTEE

Thursday November 8, 2018  
5:30 PM

### COMMITTEE MEMBERS

Eric Sande  
*Chairman*

Sean Neary  
*Vice Chair*

Daniel Bahlman  
*Member*

Rob Berg  
*Member*

Ross Centers  
*Member*

Kelly Coffelt  
*Member*

Phil Henderson  
*Member*

Justin Livingston  
*Member*

Tim Moor  
*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**
- III. SWEARING IN OF NEW COMMITTEE MEMBER**
  - 1) Daniel Bahlman—Redmond
- IV. COMMENTS FROM CITIZENS**
- V. APPROVAL OF MINUTES**
  - a) Meeting Minutes September 2018 –Exhibit A
- VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Airport Report
  - b) Construction Updates
- VII. OLD BUSINESS**
  - a) Air Service Updates
  - b) FBO Negotiations
  - c) FAA/ODA Grant Updates
- VIII. NEW BUSINESS**
  - a) Parking Fees
  - b) Transient Commuter Parking Changes
  - c) Policy Changes
- 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

**SEPTEMBER**

<i>Passengers</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	26,448	28,710	33,032	38,883	46,153	7,270	18.70%	18.70%
<b>August</b>	27,374	29,276	33,993	39,352	45,508	6,156	15.64%	17.16%
<b>September</b>	23,466	24,896	29,287	33,346	38,312	4,966	14.89%	16.48%
<b>October</b>	21,796	24,496	29,400	33,285				
<b>November</b>	20,405	23,974	27,637	32,741				
<b>December</b>	19,988	25,286	27,630	32,847				
<b>January</b>	21,225	24,863	25,768	31,362				
<b>February</b>	19,357	22,912	25,345	29,753				
<b>March</b>	22,469	25,313	29,671	33,456				
<b>April</b>	20,986	23,656	26,536	33,352				
<b>May</b>	21,901	7,379	29,137	35,338				
<b>June</b>	26,148	30,397	32,966	39,865				
<b>Enplanements</b>	<b>271,563</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>129,973</b>			
<b>Deplanements</b>	<b>258,048</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>129,014</b>			
<b>Total Passengers</b>	<b>529,611</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>258,987</b>			

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<i>FY 17/18</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Sept. 2018</i>	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$	14.71
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 17/18</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	6.95
<i>Operating Efficiency</i>	<i>FY 17/18</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$	13.99

**September**

<b>REVENUES (by Fiscal Year)</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 94,156	\$ 110,204	\$ 125,065	\$ 141,138	12.9%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 77,766	\$ 59,778	-23.1%
Landing Fees	\$ 77,557	\$ 95,730	\$ 147,991	\$ 165,379	11.7%
Fuel Flowage Fees	\$ 12,848	\$ 16,606	\$ 25,146	\$ 30,089	19.7%
Fuel (Gallons) Jet A	178,263	229,361	351,723	414,952	18.0%
Fuel (Gallons) Avgas 100LL	5,275	7,874	7,510	14,890	98.3%
Fuel Tank Fees	\$ 248	\$ 1,729	\$ 6,918	\$ -	-100.0%
Space Usage Fees	\$ 46,970	\$ 49,342	\$ 61,765	\$ 63,689	3.1%
Supplemental Security Fee	\$ 17,693	\$ 20,765	\$ 29,780	\$ 37,270	25.2%
Parking	\$ 188,195	\$ 211,764	\$ 245,397	\$ 264,933	8.0%
Rental Cars	\$ 90,127	\$ 96,625	\$ 118,017	\$ 130,350	10.4%
Rental Cars Lot Fees	\$ 5,348	\$ 5,689	\$ 6,323	\$ 6,531	3.3%
Concession Commissions	\$ 10,528	\$ 13,769	\$ 16,597	\$ 20,614	24.2%
General Aviation	\$ 30,402	\$ 30,892	\$ 31,257	\$ 32,535	4.1%
Forest Service Leases	\$ 51,819	\$ 52,136	\$ 70,470	\$ 89,199	26.6%
<b>Total Revenues for month:</b>	<b>\$ 625,890</b>	<b>\$ 705,251</b>	<b>\$ 962,491</b>	<b>\$ 1,041,504</b>	<b>8.2%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 337,261</b>	<b>\$ 424,012</b>	<b>\$ 508,502</b>	<b>\$ 536,139</b>	<b>5.4%</b>
Cargo (Lbs)	171,623	180,365	274,899	298,291	8.5%



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**AUGUST**

<i>Passengers</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
<b>July</b>	26,448	28,710	33,032	38,883	46,153	7,270	18.70%	18.70%
<b>August</b>	27,374	29,276	33,993	39,352	45,508	6,156	15.64%	17.16%
<b>September</b>	23,466	24,896	29,287	33,346				
<b>October</b>	21,796	24,496	29,400	33,285				
<b>November</b>	20,405	23,974	27,637	32,741				
<b>December</b>	19,988	25,286	27,630	32,847				
<b>January</b>	21,225	24,863	25,768	31,362				
<b>February</b>	19,357	22,912	25,345	29,753				
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<b>May</b>	21,901	7,379	29,137	35,338				
<b>June</b>	26,148	30,397	32,966	39,865				
<b>Enplanements</b>	<b>271,563</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>91,661</b>			
<b>Deplanements</b>	<b>258,048</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>91,264</b>			
<b>Total Passengers</b>	<b>529,611</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>182,925</b>			

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>	<b>August 2018</b>	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$	14.26
<i>Airline Cost Per Enplanement (CPE)</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	7.22
<i>Operating Efficiency</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$	13.71

**August**

<b>REVENUES (by Fiscal Year)</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 97,146	\$ 119,612	\$ 129,929	\$ 150,287	15.7%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 50,289	\$ 71,100	41.4%
Landing Fees	\$ 117,401	\$ 124,889	\$ 230,270	\$ 211,013	-8.4%
Fuel Flowage Fees	\$ 24,251	\$ 23,509	\$ 39,521	\$ 44,314	12.1%
Fuel (Gallons) Jet A	318,867	324,713	549,786	608,367	10.7%
Fuel (Gallons) Avgas 100LL	27,570	11,135	14,794	24,693	66.9%
Fuel Tank Fees	\$ -	\$ 1,834	\$ 11,028	\$ 8,500	-22.9%
Space Usage Fees	\$ 53,156	\$ 55,492	\$ 70,322	\$ 73,363	4.3%
Supplemental Security Fee	\$ 20,620	\$ 24,171	\$ 34,914	\$ 44,345	27.0%
Parking	\$ 176,596	\$ 232,871	\$ 259,011	\$ 283,222	9.3%
Rental Cars	\$ 108,793	\$ 121,378	\$ 158,452	\$ 183,713	15.9%
Rental Cars Lot Fees	\$ 5,348	\$ 5,640	\$ 6,200	\$ 6,452	4.1%
Concession Commissions	\$ 13,178	\$ 17,001	\$ 21,819	\$ 25,094	15.0%
General Aviation	\$ 29,716	\$ 30,719	\$ 33,580	\$ 32,131	-4.3%
Forest Service Leases	\$ 54,950	\$ 52,136	\$ 70,470	\$ 89,199	26.6%
<b>Total Revenues for month:</b>	<b>\$ 701,154</b>	<b>\$ 809,252</b>	<b>\$ 1,115,804</b>	<b>\$ 1,222,733</b>	<b>9.6%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 450,172</b>	<b>\$ 388,082</b>	<b>\$ 444,300</b>	<b>\$ 623,779</b>	<b>40.4%</b>
<b>Cargo (Lbs)</b>	<b>151,088</b>	<b>196,720</b>	<b>328,877</b>	<b>309,180</b>	<b>-6.0%</b>



**Redmond Municipal Airport-Roberts Field**

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**Exhibit A**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE  
MINUTES**

**September 20, 2018**

Redmond Municipal Airport – Roberts Field

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

**Committee Members Present:** Chair Eric Sande, Rob Berg, Ross Centers, Kelly Coffelt, Justin Livingston (*absent: Vice-Chair Sean Neary, Phil Henderson, Tim Moor; 1 vacancy*)

**Youth Ex Officio Absent:** *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, George Endicott

**Visitors:** Matthew Braun, *Aviano Redmond LLC*; Thomas Headley III, *Century West Engineering*; William Huff

**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 5:36 p.m., Thursday, September 20, 2018.

Ms. Prow called the roll and confirmed the absence of a quorum of members (3 of 8). Chair Sande asked staff to contact absent members about why they are not regularly attending meetings.

Mr. Livingston arrived at 5:38 p.m., increasing the number of committee members present (4 of 8) which still did not constitute a quorum.

**II. ANNOUNCEMENTS**

A. Airport Committee Opening and Interviews

Chair Sande tabled discussion of this item due to lack of a quorum.

**III. COMMENTS FROM CITIZENS**

Bill Huff, a Redmond resident, indicated interest in joining the Airport Committee.

## V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

### A. Airport Report

Mr. Bass provided Airport Performance Metrics Reports for June and July 2018 and made a PowerPoint presentation, summarizing activities since the July 2018 meeting.

**Highlights:** Year-over-year enplanements showed an 18% increase. July and August 2018 were the busiest months the Airport has ever had – over 90,000 customers each month. Employment has increased 18% since last year to support the higher volume of business. Financial performance during fiscal year 2017-2018 outperformed budget expectations with expenditures 4% lower and revenue 18% higher. He presented a five-year list of projects for which the Airport is requesting FAA (Federal Aviation Administration) funding. Ground pickups by taxi, Uber, and Lyft totaled 4,500 in August 2018.

The only major airfield expansion, according to the Airport's master plan, is to extend Runway 5 to 10,000 feet. The Airport is planning to add its own tie-downs and other amenities as an alternative to FBO services.

Mr. Bass said the Airport has been trying to get radar in the tower for a long time. With U.S. Senator Merkley's help, Redmond Airport has finally been added to the candidacy list.

### B. Construction Updates

Mr. LeLacheur and Mr. Bass reviewed (PowerPoint) projects underway and planned. Changes in project priorities were based on the Airport's recently completed Master Plan.

- **Runway 11-29 Reconstruction** (\$11 million) – multiple phase, expected to finish on time and on budget with the runway reopening the 3<sup>rd</sup> week of October 2018.
- **Commercial Ramp Extension** (\$8.1 million) – City Council approved FAA Grant 43. Bid awarded to K&E Excavating. Multiple-phase project starting spring 2019 – no service disruption expected.
- **Rental Car Quick Turnaround Facility** (\$6.5 million) – The site has been selected, design and funding are underway. Construction starting summer 2019. Current rental activity: 1,200 cars per week.
- **Snow Removal Equipment (SRE) Building** – The FAA approved the scope of work. Design is underway.
- **New Jet-A Fuel Tank** (\$140,000) – Awaiting delivery of a 20,000-gallon tank.
- **Leading Edge Jet Center** – The FBO added a 25,000-gallon tank.
- **Southside Tie-Downs** – Hillsboro Air decided to add more tie-downs to accommodate the number of new planes needed to support its flight school operation.
- **New Customer** – Bigfoot is expected to arrive in mid-October and will be placed in the terminal. Redmond Airport plans to use this display to help increase its presence on social media and promote its ability to serve an increasing number of customers.
- **Regional Emergency and Training Center** (\$26-\$52 million) – Scott Aycock, Central Oregon Intergovernmental Council, is working on a Central Oregon Emergency Services Center Viability Assessment. Redmond would like this training center on Airport property.

- **Radar in Control Tower** – Mr. Bass credited Senator Merkley’s assistance in finally getting Redmond Airport on the candidacy list to add radar in the control tower.

Mr. Huff asked if the Airport was planning to update any approaches. Mr. LeLacheur said no, but the Airport was interested in extending Runway 5 to 10,000 feet to accommodate larger aircraft that can connect with destinations farther away from Redmond.

Mr. Bass reported three owls and two kestrels using runway lights to hunt at night were trapped and relocated by the USDA (U.S. Department of Agriculture).

Mr. Berg arrived at 6:03 p.m., increasing the number of committee members present (5 of 8) which established a quorum.

#### IV. APPROVAL OF MINUTES

A. Meeting Minutes – May 2018

B. Meeting Minutes – July 2018

**Motion 1** (5/0/0): Mr. Centers moved to approve the minutes of May 10 and July 12, 2018, as presented. Mr. Livingston seconded the motion which passed unanimously.

#### VI. OLD BUSINESS

A. Air Service Updates

Mr. Bass presented a PowerPoint, prepared by the Airport’s air service consultant, on industry trends throughout the country and the Redmond market.

- **Alaska Airlines:** The 737-800 service that started in July will end in November 2018; however, Alaska is adding a 10<sup>th</sup> flight starting in January 2019. Redmond has been slotted as the new (only) Embraer Air maintenance base for E175 aircraft in Oregon outside the Portland area. Redmond Airport is also a Q400 maintenance base.
- **Allegiant Airlines:** Allegiant has requested information.
- **Frontier Airlines:** Frontier has requested information.
- **United Airlines:** The Airport is exploring the viability of adding daily service to Chicago on E175 aircraft.

B. FBO Negotiations

Mr. Bass reported Leading Edge Jet Center, the Airport’s current FBO (Fixed Base Operator), has been a good partner. He summarized Leading Edge’s involvement with Redmond Airport. The FBO has 1.5 years to go on its 5-year lease. Negotiations are underway for a new lease and are 90% complete. Leading Edge has indicated interest in expanding its operation if it gets a longer lease.

C. FAA Grant Updates

See Agenda Item V.B. (Construction Updates – Commercial Ramp Extension) above.

#### VII. NEW BUSINESS

A. Airport Security/Emergency Discussion

- **CenturyLink Fiberoptic Cable/Internet Issue:** Mr. Bass said a lot of customers were upset when the Airport had to cancel several flights for two days due to a Centurylink fiberoptic cable being cut by a contractor. An electrical engineer will evaluate the Airport’s system. Staff are working to establish redundant systems.

- **Attempted Kidnapping:** Mr. Bass reported an individual experiencing psychosis tried to pull a child away from his family in the children’s play area. Airport staff dealt with the situation and have debriefed with Redmond Police to identify ways to avoid future incidents. Airport staff will receive more training on how to deal with people who are acting strangely.
- **Horizon Airlines Incident:** Due to the stolen Q400 aircraft incident in Seattle, Redmond Airport is being more careful with security and in vetting people who are allowed on the airfield.

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. Livingston shared a complaint from a Redmond citizen about the \$20 minimum fee she was charged by a taxi driver. Mr. Bass said ground transportation companies that violate the Airport’s conduct code can be banned from Airport property. He urged Mr. Livingston to encourage the citizen who experienced this unethical behavior to report it to Ms. Shaw.

Mr. Coffelt, Prineville Airport Manager, said his airport wasn’t overly busy this summer but did provide some support for firefighters. *Upcoming construction projects:* new fuel system (fall 2018), new parking apron (spring 2019) and new U.S. Forest Service rappel base (spring 2019). Test wells done by a hydrologist have determined an aquifer runs under the airport. He is negotiating with the City of Prineville and Crook County on what needs to be done, how this might affect the airport, and if this aquifer could be a potential revenue source. Facebook’s data centers use a huge amount of water.

Mr. Bass reported the Warm Springs UAS (Unmanned Aerial System) officer said she was moving some UAS equipment to the Prineville Airport. Mr. Coffelt said three UAS companies expressed interest in doing hover tests that would not involve the runway. There’s been a lot of drone use close to his airport but no incidents with regular aircraft so far.

Mr. Berg, Madras Airport Manager, said the FAA approved a \$2.5 million grant for taxiway rehabilitation and an additional crossover taxiway to the main runway (#1634). Madras is working to identify funds that can be used for the 10% match. Daimler is still the biggest airport tenant.

Next Airport Advisory Committee meeting: Thursday, November 9, 2018, 5:30 p.m.

**IX. ADJOURN**

With no further business, Chair Sande adjourned the meeting at 6:35 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