



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, February 21, 2019
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Sean Neary
Vice Chair

Daniel Bahlman
Member

Rob Berg
Member

Kelly Coffelt
Member

Phil Henderson
Member

William Huff
Member

Justin Livingston
Member

Tim Moor
Member

Adriauna Pendergrass
Youth Ex Officio

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

- I. CALL TO ORDER/ROLL CALL**
- II. ANNOUNCEMENTS**
- III. COMMENTS FROM CITIZENS**
- IV. SWEARING IN OF NEW COMMITTEE MEMBERS**
Youth Ex Officio: Adriauna Pendergrass (Redmond)
Committee Member: William Huff (Redmond)
- V. APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes November 2018-Exhibit A
 - b) Special Meeting Minutes December 2018 –Exhibit B
 - c) Amended Committee Meeting Minutes September 2018- Exhibit C
- VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
- VII. OLD BUSINESS**
 - a) SRE Update
 - b) Transient Parking Update
 - c) New Lease Policy Approval
- VIII. NEW BUSINESS**
 - a) Noise Complaints
 - b) Contract Reversion Clause Conversation
- 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

JANUARY

<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>
July	26,448	28,710	33,032	38,883	46,153	7,270	18.70%	18.70%
August	27,374	29,276	33,993	39,352	45,508	6,156	15.64%	17.16%
September	23,466	24,896	29,287	33,346	38,312	4,966	14.89%	16.48%
October	21,796	24,496	29,400	33,285	38,959	5,674	17.05%	16.61%
November	20,405	23,974	27,637	32,741	36,357	3,616	11.04%	15.59%
December	19,988	25,286	27,630	32,847	37,283	4,436	13.51%	15.26%
January	21,225	24,863	25,768	31,362	35,397			
February	19,357	22,912	25,345	29,753				
March	22,469	25,313	29,671	33,456				
April	20,986	23,656	26,536	33,352				
May	21,901	7,379	29,137	35,338				
June	26,148	30,397	32,966	39,865				
Enplanements	271,563	291,158	350,402	413,580	277,969			
Deplanements	258,048	288,478	348,023	411,552	275,030			
Total Passengers	529,611	579,636	698,425	825,132	552,999			

KEY METRICS						
Revenue Per Enplanement	FY 17/18	FY 17/18	Benchmark	Goal	Jan. 2019	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$ -	
Airline Cost Per Enplanement (CPE)	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ (0.12)	
Operating Efficiency	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	0	

January						
REVENUES (by Fiscal Year)	2015/16	2016/17	2017/18	2018/19	% Chg	
Passenger Facility Charge					0.0%	
Customer Facility Charge (Car Rental)	\$ -				0.0%	
Landing Fees					0.0%	
Fuel Flowage Fees	\$ -	\$ -	\$ -	\$ -	0.0%	
Fuel (Gallons) Jet A					0.0%	
Fuel (Gallons) Avgas 100LL					0.0%	
Fuel Tank Fees			\$ -	\$ -	0.0%	
Space Usage Fees	\$ (3,502)	\$ (3,613)	\$ (4,129)	\$ (4,252)	3.0%	
Supplemental Security Fee					0.0%	
Parking					0.0%	
Rental Cars					0.0%	
Rental Cars Lot Fees					0.0%	
Concession Commissions					0.0%	
General Aviation					0.0%	
Forest Service Leases					0.0%	
Total Revenues for month:	\$ (3,502)	\$ (3,613)	\$ (4,129)	\$ (4,252)	3.0%	
Total Operating Cost for month:					0.0%	
Cargo (Lbs)	147,660	151,168	260,398	228,609	-12.2%	



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

<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	32,847	5,217	18.88%	16.29%
January	20,550	21,225	24,863	25,768	31,362	5,594	21.71%	16.96%
February	17,502	19,357	22,912	25,345	29,753	4,408	17.39%	17.01%
March	21,067	22,469	25,313	29,671	33,456	3,785	12.76%	16.53%
April	19,479	20,986	23,656	26,536	33,352	6,816	25.69%	17.37%
May	21,165	21,901	7,379	29,137	35,338	6,201	21.28%	17.73%
June	24,074	26,148	30,397	32,966	39,865	6,899	20.93%	18.03%
Enplanements	257,919	271,563	291,158	350,402	413,580			
Deplanements	234,961	258,048	288,478	348,023	411,552			
Total Passengers	492,880	529,611	579,636	698,425	825,132			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 16/17	FY 17/18	Benchmark	Goal	June 2018	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$ 14.53	
<i>Airline Cost Per Enplanement (CPE)</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$ 10.24	
<i>Operating Efficiency</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$ 19.21	

June						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 95,239	\$ 115,050	\$ 124,521	\$ 140,712	13.0%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 52,194	\$ 56,907	9.0%	
Landing Fees	\$ 99,316	\$ 118,598	\$ 123,618	\$ 257,625	108.4%	
Fuel Flowage Fees	\$ 17,187	\$ 19,985	\$ 22,580	\$ 33,264	47.3%	
Fuel (Gallons) Jet A	234,374	273,923	312,658	459,773	47.1%	
Fuel (Gallons) Avgas 100LL	11,161	11,579	9,915	15,424	55.6%	
Fuel Tank Fees	\$ -	\$ 782	\$ 2,786	\$ -	-100.0%	
Space Usage Fees	\$ 47,716	\$ 55,684	\$ 55,642	\$ 98,553	77.1%	
Supplemental Security Fee	\$ 19,287	\$ 21,951	\$ 24,178	\$ 51,852	114.5%	
Parking	\$ 200,302	\$ 234,074	\$ 248,981	\$ 290,119	16.5%	
Rental Cars	\$ 78,366	\$ 93,576	\$ 106,119	\$ 120,793	13.8%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,640	\$ 6,200	\$ 6,200	0.0%	
Concession Commissions	\$ 11,087	\$ 16,407	\$ 16,720	\$ 21,456	28.3%	
General Aviation	\$ 25,442	\$ 32,670	\$ 31,151	\$ 31,833	2.2%	
Forest Service Leases	\$ 58,040	\$ 52,136	\$ 78,840	\$ 89,262	13.2%	
Total Revenues for month:	\$ 657,329	\$ 766,553	\$ 893,530	\$ 1,198,574	34.1%	
Total Operating Cost for month:	\$ 647,783	\$ 633,912	\$ 647,158	\$ 765,897	18.3%	
Cargo (Lbs)	179,224	197,894	222,594	296,780	33.3%	



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EXHIBIT A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

November 8, 2018

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

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

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Tammy Rohach, *Office Assistant III*; Jeremy Green, *City Attorney-Airport*; Jason Neff, *Budget Director*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick, George Endicott

Visitors: Christy Smith; Doug Denneson; Drew Sims; Eric Danfelt; Jessie Caton; Joe Roshak, *Century West Engineering*; Loritta Coffelt; Matthew Brawn, *Aviano Redmond LLC*; Radley Clothier; Scott Gendron; Sean Killion; Shawn Chesley; 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 5:30 p.m., Thursday, November 8, 2018.

Ms. Prow called the roll and confirmed the presence of a quorum (5 of 9 members). Mr. Centers arrived at 5:31 p.m. and Mr. Henderson at 5:33 p.m. prior to approval of the minutes, increasing the quorum to 7 of 9 members. Mr. Livingston arrived at 5:40 p.m. after approval of the minutes, increasing the quorum to 8 of 9 members.

II. ANNOUNCEMENTS

None.

III. SWEARING IN NEW COMMITTEE MEMBER

Councilor Patrick administered the oath of office to new member Daniel Bahlman.

Mr. Bahlman introduced himself, summarizing his employment and airport experience.

IV. COMMENTS FROM CITIZENS

None.

V. APPROVAL OF MINUTES

Motion 1 (7/0/0): Mr. Centers moved to approve the minutes of September 20, 2018, as presented. Mr. Coffelt seconded the motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

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

Quick Updates: Year-over-year enplanements showed a 16% increase. Hotel negotiations are ongoing. Redmond Fire Department and DPSST (Department of Public Safety Standards and Training for Oregon) are using the old Public Works building for a training center and seeking a longer lease on the building.

Mayor Endicott requested a status report on a feasibility study about using the old golf course property for a regional emergency operations training center. Mr. Bass said the regional partners indicated their willingness to help, but the study was not yet fully funded. He will check with Scott Aycock, Central Oregon Intergovernmental Council, who is managing the study. Mr. LeLacheur said Mr. Aycock, when he spoke with him this afternoon, promised to e-mail information by the end of this week.

B. Construction Updates

Mr. Bass provided an overview (PowerPoint) of projects underway and planned:

- **Runway 11-29 Reconstruction:** Reopened on October 29 but closed again for the FAA to repair a navigational aid it owns and reconstructed. Mr. LeLacheur said 11-29 was expected to reopen by mid-afternoon on November 9.
- **New Jet-A Fuel Tank:** Expecting to install a third 20,000-gallon tank on November 12.
- **Commercial Ramp Extension** (\$8.1 million) – Add 2 aircraft parking spots to the existing 9 which will be full in January 2019. Construction expected to start in spring 2019
- **Quick Turnaround Car Rental Facility** (\$6.5 million) – This project will be presented to Council on November 27 with a request for approximately \$197,000 in matching funds for the design grant. Construction expected to start in summer 2019 with completion estimated in mid-October 2019. He and Mr. Neff discussed revenue sources and how the debt service cost would impact the budget over the next 20 years.
- **SRE (Snow Removal Equipment) Building** (\$12 million estimate) – Council approved the design which is underway. Construction expected to start in late summer 2019 when the Airport receives part of the FAA grant required. Mr. Bass discussed the priority, funding sources, debt service, bond repayment, and project trade-offs.

VII. OLD BUSINESS

A. Air Service Updates

- **Alaska Airlines:** The 737-800 service ended on November 4. A 10th flight (E175) will start in January 2019. Four of Alaska's Q400 routes will change to E175, which is good as Redmond Airport is the only E175 maintenance base in Oregon outside Portland.
- **Delta Air Lines:** COAST (Central Oregon Air Service Taskforce) and Mr. LeLacheur met with Delta staff this week and pitched Minneapolis, but were told Minneapolis was three years out. No substantial changes expected for the next year or two.
- **United Airlines:** COAST met with Chicago headquarters staff last Friday. Redmond will keep 4-5 daily flights to San Francisco but the aircraft size might decrease slightly. Starting in spring 2019, United will add a flight to Denver which, depending on its summer performance, could be in place for the rest of the year. United's new LAX (Los Angeles)

flight started in late spring 2018 and might be upgraded to an E175. COAST pitched a daily Chicago flight with a revenue guarantee and a DOT (Department of Transportation) grant to help offset starting costs. United staff were not interested in a daily flight but were willing to consider a seasonal flight.

B. FBO Negotiations

Mr. Bass reported negotiations with Leading Edge Jet Center, the Airport's current FBO (Fixed Base Operator), were 98% complete. He's hoping to implement the new 30-year agreement by March 1, 2019. Included would be a \$6 million investment on the Airport's north side for a new hangar and a new FBO building for general aviation and corporate use.

C. FAA/ODA Grant Updates

Mr. Bass said both ODA (Oregon Department of Aviation) core grants applied for last year to provide matching funds for FAA (Federal Aviation Administration) funding were approved.

VIII. NEW BUSINESS

A. Parking Fees

Mr. Bass discussed (PowerPoint) the current parking situation, impact of Airport growth (enplanements up 75% in the last 5 years), available customer parking (1,151 spaces), impact of ground transportation, parking demographics, parking alternatives considered, short-term and long-term expansion plans, parking revenue distribution, current parking rates, airport parking rate comparisons, and parking rate options. If Council approves the proposed rate increase, the new parking fees will become effective on January 1, 2019.

Committee concerns included parking alternatives considered, percentage of debt service versus operational dollars versus reserves, impact of proposed rate changes, keeping the current rate for the first 30 minutes, dropping the free 7th day, and implementing an annual review of the Airport's parking policy. Members requested staff e-mail the parking comparisons. Following discussion, committee members agreed by consensus to support Parking Fee Option 1.

B. Transient Commuter Parking Changes

Mr. Bass outlined (PowerPoint) proposed changes to the 100 parking spaces now reserved for nonresident airline personnel. Current lot usage is 60-70% full.

Chair Sande invited public comment on proposed changes to the transient parking program:

- **Christy Smith** (Horizon Air) expressed concern about financial impact of the proposed rate change on single parents and the space available. If she can't find a parking space or is late in reporting for work, she will be fired.
- **Bill Huff** asked about the availability of a park-and-ride lot.
- **Radley Clothier** (SkyWest pilot) said tripling the current transient parking rate was excessive. He uses the transient parking lot about 18 days a month. The airlines have brought jobs into Central Oregon and airline staff shouldn't be penalized for trying live and raise their families here.
- **Shawn Chesley** (SkyWest pilot) said he often bids Redmond overnight. Tripling the parking rate means the Airport's priority is revenue. Uber won't travel to Alfalfa and its \$40-per-day rate is expensive. His work schedule means he flies out of Redmond at 5:45 a.m. and returns late at night. Walking to/from parking in the dark is not safe.

- **Drew Sims** (SkyWest pilot) said having to cross Airport Way on foot to parking on the west side was unsafe. Carpooling is not a viable option with his work schedule (4 a.m. to 1 a.m.). He asked the Airport to keep the fees at \$30 per month and suggested allowing airline employees to park in the public lot with a special badge.
- **Loritta Coffelt** (SkyWest flight attendant) objected to paying a higher parking fee. Rates should be comparable to those at other airports. She is a single parent trying to raise two daughters on \$33,000 per year and cannot afford \$1,100 per year to park at Redmond Airport. Forcing her to pay higher rates or park in the public parking lot could result in her missing a flight, which would cause her to be fired. Walking a long way in the dark to and from a parking lot farther away feels scary and unsafe. She suggested canceling the 7th day free parking rate to help offset the cost for transient parking.
- **Scott Gendron** (SkyWest pilot) said 80% of air crews throughout the country commuted. At \$5 per day, his current 18-days-per-month schedule would cost \$90 per month. Using Uber or Lyft would cost him \$312 per month or just short of \$4,000 per year. Taxi service would cost over \$3,000 per year. Having his wife drive him to work at 4 a.m. and pick him up after midnight was not a viable option with his flying schedule. He suggested increasing the cost of public parking to align with the national average for commuter parking (\$300 per year). He and his family live in Central Oregon so Redmond is his home airport.
- **Sean Killion** (Horizon captain) said carpooling was impractical due to his early morning flight schedule. Not showing up for a flight due to lack of parking would cause him to be fired. Contributing to the current flight crew shortage could mean planes would not leave the airport.
- **Doug Denneson** (SkyWest pilot) said he used to live in Redmond but didn't now and didn't park here but supported comments made by other airline personnel.
- **Jessie Caton** (Alaska flight attendant) said she used to park in the lot across the street. Dragging bags across the street in the snow was hard. The proposed rate change would increase her cost by over \$100 a month.
- **Eric Danfelt** (Delta captain, 35 years) said he has lived here for 20 years. He stated "airport infrastructure hasn't kept up with the growth out here so we're the soft target in this whole thing." Losing the current transient parking option and having to compete with the public for a parking spot was punishment enough. He suggested increasing the public parking fee to \$15 per day and using the employee lot with a separate gate as a premium public parking spot at \$18 per day. He didn't think the public would put up much of a fight. Any increase in the transient parking lot should be a marginal one.

Chair Sande thanked everyone for their comments.

Committee concerns included competing themes (guaranteed spots vs. maintaining current rates), impact of ending the current 7th day free program, importance of consistent access for airline employees, how Redmond Airport's public parking rates compare to those at other destinations (airports), potential impact of higher parking rates on customer behavior (flying out of/into the Portland (PDX) Airport instead of Redmond Airport), forcing airline employees to lose their jobs if they can't pay the increased parking fees, how parking behavior should be changed, impact of charging by the day instead of by the year, impact of requiring airline personnel to park in the public lot, number of people without parking, if transient parking is

included in airline employee pay packages, number of transient permits issued, average number of days the transient parking spaces are used, why transient parking users are upset, difference between the current rate and the pre-2012 rate of \$4 per day, and impact of the proposed transient parking rate changes.

Mr. Coffelt, Mr. Livingston, Vice-Chair Neary, and Chair Sande volunteered to serve on a subcommittee with airline employees to work on the transient parking fee structure. Subcommittee members recommended keeping transient parking at current rates and extending airline contracts until the Airport Committee's December 2018 meeting.

C. Policy Changes

Mr. Bass summarized the background of the lease restructuring process.

Mr. Green reviewed the proposed rewrite of the Airport's aeronautical lease, discussing advantages to separate policies and formats for aeronautical and nonaeronautical leases and explaining why the changes proposed were needed. His objective with the new policies was to give the City as much discretion and latitude as possible. To aid committee review, he agreed to write a memo about proposed changes to the aeronautical policy and lease format and to draft a nonaeronautical policy and format. He asked committee members to e-mail comments about the proposed policy changes to Mr. Bass.

Committee members agreed to revisit this topic at their December 2018 meeting.

VIII. COMMITTEE MEMBER COMMENTS

Committee members agreed transients and the public needed to understand the nuts and bolts of the parking situation and that staff have spent a lot of time researching options and potential solutions. Most comments tonight were about the rate and knowing where to park.

Ms. Shaw pointed out transients pay a monthly fee and Airport staff have no way of monitoring if they're working when they use their permit. Staff have observed some people using these permits for nonwork purposes. The employee lot always fills up. Airport staff have been issuing warning citations to transients who park in the employee lot.

Mr. Bass said staff were already seeing customers very upset about paying full rate and not having a place to park.

Mr. Coffelt recommended the Airport issue a press release to support customers making alternate arrangements to avoid having to park at the Airport before the holiday traveling season.

Next Airport Advisory Committee meeting: Thursday, December 13, 2018, 5:30 p.m.

IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 7:38 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



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EXHIBIT B

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

December 13, 2018

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

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

Youth Ex Officio: Vacant

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

City Council Liaison: Jay Patrick

Visitors: Brian and Karla Pouillin; Eric Danfelt, *SkyWest*; Joe Roshak, *Century West Engineering*;
Kim Lundquist, *Alaska Air*; Lori Williams, *Horizon Air*; Martin Ericksen; Matthew Brawn, *Aviano, Inc.*

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 5:37 p.m., Thursday, December 13, 2018.

Ms. Prow called the roll and confirmed the absence of a quorum (3 of 9 members).

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Ericksen expressed concern about noise and fumes from business jets, twin-prop commercial planes, and summer air tankers flying about 500 feet over his house near Fred Meyer. Can the flight path be changed to bring planes in from the desert instead of over downtown?

Mr. Pouillin, a neighbor of Mr. Ericksen, said the low overflights were proposed as a temporary situation a couple years ago when the runways were being reconstructed. The overflights stopped for a while but have started up again. He expressed concern about property values, recounting an anecdote about south Seattle neighborhoods being bulldozed due to air noise.

Ms. Pouillin said she and her husband lived a block from Lynch Elementary and asked if the flight path could avoid the downtown area. She felt the City's efforts to renovate downtown to improve services and parks would be ineffective if the downtown flight path continued.

Mr. Bass said the Airport is twice as busy operationally as it was a few years ago. The airport has little control over flight patterns which are set by the FAA (Federal Aviation Administration). Wind coverage is a strong influence, especially for prop planes. Airport staff will look into this situation and provide an update at a future meeting.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Sande postponed approval of the November 8, 2018, minutes to the next meeting.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided (PowerPoint) the following **Quick Updates:** Year-Over-Year Enplanements showed a 16% increase. Alaska Airlines is switching four of its Q400 routes to E175 aircraft and will add another flight in January 2019. FBO (Fixed Base Operator) negotiations are ongoing and the new FBO agreement is expected to start in April 2019. Hotel negotiation is ongoing. The lease for the old Public Works building is nearly complete. A third TSA (Transportation Security Administration) lane is under consideration. The Airport is exploring terminal expansion possibilities, which will require a lot of input from stakeholders before moving forward. Personnel changes expected in January include an Airport intern.

B. Construction Updates

Mr. Bass discussed plans underway to expand the Airport security office.

VI. OLD BUSINESS

A. SRE (Snow Removal Equipment) Building

Mr. Bass reviewed (PowerPoint) Airport plans to build a new SRE building. Construction is expected to start in late summer 2019.

VII. NEW BUSINESS

A. Parking Fee Increase

Mr. Bass said City Council approved, on December 11, implementing the new parking rates the first of January 2019. The first ½ hour will stay at \$1, hourly rates will stay at \$2, all-day rate will increase to \$15, and the 7th day will no longer be free. The Airport is expecting to receive an extra \$1.7 million annually from this change which will help fund the \$85 million in projects needed over the next 7 years.

B. Transient Commuter Parking Changes

Mr. Bass reported Council had approved a \$197,000 design contract with the Airport's engineer-of-record to expand the current transient employee parking lot to 100 spaces and reallocate it for public (customer) credit card parking. He outlined existing conditions, proposed changes, and new policies recommended by the subcommittee. Effective March 2019, transient airline employees will park in a graveled lot that has served as overflow public parking. This lot is about the same distance from the Airport as the current transient parking lot and would be at the same \$300-per-year rate. Parking in this new transient lot (minimal lighting, no internal sidewalks, no snow removal) is intended as a temporary solution and will be on a first-come/first-served basis using the same permit process. Perimeter sidewalks will be plowed but not the unpaved parking area. The Airport will accommodate any ADA (Americans with Disabilities Act) needs. If the new transient lot is full, transient employees must park in the public lot at the full \$15-per-day rate.

Ms. Williams, Horizon flight attendant, asked about solar lighting along the walkway.

Ms. Lundquist objected to what she viewed as an unsafe situation due to darkness and tripping hazards. Why should transient employees sign a liability waiver for parking under

more dangerous conditions? Pulling multiple suitcases would be easier on a chipseal surface. Could employees be granted a price discount for winter weather conditions?

Mr. Danfelt thanked Airport staff for trying to accommodate transient employee parking needs and the special focus group for its efforts. He said the new gravel lot was in a good location and he understood customers were the Airport's #1 priority. He suggested a 50% discount for employees parking in the main (customer) lot during the lower winter travel season (January, February, March) and returning to the transient lot on March 15, 2019.

Committee concerns included ambient lighting, overflow public parking options, and what would happen if employee vehicles became stuck or buried in the snow. Vice-Chair Neary defended the subcommittee's recommendations which considered transient employee feedback about the importance of maintaining the current rate. He explained why lights couldn't be added to the temporary lot. The subcommittee didn't discuss rate discounts for the winter and logistically he wasn't sure it could be done.

Councilor Patrick suggested using Uber and taxi services until other arrangements can be made.

Mr. Bass responded to concerns expressed about the change in transient parking options. The draft Airport Leasing Policy will be presented for Council approval in February 2019.

C. Parking Policy Changes

Mr. Bass presented the draft Airport Leasing Policy and a memorandum from Jeremy Green, attorney with Bryant, Lovlien & Jarvis, P.C., who has been working with City management and staff to update the leasing policy. He requested committee review of the draft leasing policy, especially Section 1.5.

VIII. COMMITTEE MEMBER COMMENTS

Chair Sande requested a review of committee attendance.

Next Airport Advisory Committee meeting: Thursday, January 10, 2019, 5:30 p.m.

IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:27 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2019.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director



Redmond Municipal Airport-Roberts Field

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EXHIBIT C

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES (AMENDED)

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: Vacant

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 Brawn, *Aviano RDM 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 3rd 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 third 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 10th 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 the fiberoptic cable going down. 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. 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 man who stole a Q400 aircraft in Seattle, Redmond Airport is being more careful in vetting people allowed on Redmond's 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 8, 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