



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, August 8, 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**
 - a) Youth Ex Officio: Adriauna Pendergrass (Redmond)
 - b) Committee Member: William Huff (Redmond)
- V. **ELECTION OF 2019 COMMITTEE OFFICERS**
- VI. **APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes April 2019- Exhibit A
 - b) Committee Meeting Minutes June 2019- Exhibit B
- VII. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
- VIII. **OLD BUSINESS**
 - a) SRE Building Update
 - b) Reversion Clause
- IX. **NEW BUSINESS**
 - a) New Air Service
 - b) Noise Complaints
 - c) Air Space lesson
- X. **COMMITTEE MEMBER COMMENTS**
- XI. **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

MAY

<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	4,035	12.87%	14.95%
February	19,357	22,912	25,345	29,753	30,841	1,088	3.66%	13.71%
March	22,469	25,313	29,671	33,456	39,640	6,184	18.48%	14.24%
April	20,986	23,656	26,536	33,352	35,890	2,538	7.61%	13.58%
May	21,901	7,379	29,137	35,338	38,528	3,190	9.03%	13.15%
June	26,148	30,397	32,966	39,865				
Enplanements	271,563	291,158	350,402	413,580	422,868			
Deplanements	258,048	288,478	348,023	411,552	420,878			
Total Passengers	529,611	579,636	698,425	825,132	843,746			

KEY METRICS						
Revenue Per Enplanement	FY 17/18	FY 17/18	Benchmark	Goal	May 2019	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$ 20.40	
Airline Cost Per Enplanement (CPE)	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.70	
Operating Efficiency	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$ 14.69	

May

REVENUES (by Fiscal Year)	2015/16	2016/17	2017/18	2018/19	% Chg
Passenger Facility Charge	\$ 92,991	\$ 132,041	\$ 152,175	\$ 171,427	12.7%
Customer Facility Charge (Car Rental)	\$ -	\$ 41,913	\$ 44,880	\$ 48,225	7.5%
Landing Fees	\$ 24,548	\$ 102,051	\$ 122,465	\$ 154,406	26.1%
Fuel Flowage Fees	\$ 4,510	\$ 17,016	\$ 26,550	\$ 28,126	5.9%
Fuel (Gallons) Jet A	62,183	234,519	368,460	384,471	4.3%
Fuel (Gallons) Avgas 100LL	2,252	8,560	10,827	17,326	60.0%
Fuel Tank Fees	\$ 135	\$ 1,777	\$ -	\$ -	0.0%
Space Usage Fees	\$ 20,959	\$ 50,374	\$ 59,180	\$ 65,387	10.5%
Supplemental Security Fee	\$ 5,207	\$ 21,347	\$ 28,228	\$ 38,513	36.4%
Parking	\$ 59,860	\$ 288,269	\$ 332,814	\$ 487,716	46.5%
Rental Cars	\$ 54,173	\$ 77,719	\$ 86,798	\$ 95,135	9.6%
Rental Cars Lot Fees	\$ 5,880	\$ 6,200	\$ 6,456	\$ 6,991	8.3%
Concession Commissions	\$ 12,761	\$ 14,425	\$ 17,996	\$ 24,554	36.4%
General Aviation	\$ 30,904	\$ 30,950	\$ 31,633	\$ 38,534	21.8%
Forest Service Leases	\$ 52,136	\$ 52,411	\$ 89,262	\$ 90,639	1.5%
Total Revenues for month:	\$ 364,066	\$ 836,491	\$ 998,436	\$ 1,249,653	25.2%
Total Operating Cost for month:	\$ 374,773	\$ 393,653	\$ 433,111	\$ 566,113	30.7%
Cargo (Lbs)	51,792	210,198	275,120	297,685	8.2%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

JUNE

<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%
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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	4,035	12.87%	14.95%
February	19,357	22,912	25,345	29,753	30,841	1,088	3.66%	13.71%
March	22,469	25,313	29,671	33,456	39,640	6,184	18.48%	14.24%
April	20,986	23,656	26,536	33,352	35,890	2,538	7.61%	13.58%
May	21,901	7,379	29,137	35,338	38,528	3,190	9.03%	13.15%
June	26,148	30,397	32,966	39,865	45,427	5,562	13.95%	13.23%
Enplanements	271,563	291,158	350,402	413,580	468,295			
Deplanements	258,048	288,478	348,023	411,552	466,952			
Total Passengers	529,611	579,636	698,425	825,132	935,247			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 17/18	FY 17/18	Benchmark	Goal	June 2019	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$ 16.79	
<i>Airline Cost Per Enplanement (CPE)</i>	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.58	
<i>Operating Efficiency</i>	FY 17/18	FY 17/18	Benchmark	Goal		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$ 14.21	

June					
REVENUES (by Fiscal Year)	2015/16	2016/17	2017/18	2018/19	% Chg
Passenger Facility Charge	\$ 115,050	\$ 124,521	\$ 140,712	\$ 161,896	15.1%
Customer Facility Charge (Car Rental)	\$ -	\$ 52,194	\$ 56,907	\$ 59,955	5.4%
Landing Fees	\$ 118,598	\$ 123,618	\$ 257,625	\$ 180,204	-30.1%
Fuel Flowage Fees	\$ 19,985	\$ 22,580	\$ 33,260	\$ 39,269	18.1%
Fuel (Gallons) Jet A	273,923	312,658	459,723	536,343	16.7%
Fuel (Gallons) Avgas 100LL	11,579	9,915	15,424	24,637	59.7%
Fuel Tank Fees	\$ 782	\$ 2,786	\$ -	\$ -	0.0%
Space Usage Fees	\$ 55,842	\$ 55,642	\$ 98,553	\$ 74,033	-24.9%
Supplemental Security Fee	\$ 21,951	\$ 24,178	\$ 51,852	\$ 44,835	-13.5%
Parking	\$ 234,074	\$ 248,981	\$ 290,119	\$ 419,967	44.8%
Rental Cars	\$ 93,576	\$ 106,119	\$ 120,793	\$ 145,275	20.3%
Rental Cars Lot Fees	\$ 5,640	\$ 6,200	\$ 6,200	\$ 6,700	8.1%
Concession Commissions	\$ 16,407	\$ 16,720	\$ 21,456	\$ 28,925	34.8%
General Aviation	\$ 32,670	\$ 31,151	\$ 31,833	\$ 38,910	22.2%
Forest Service Leases	\$ 52,136	\$ 78,840	\$ 89,262	\$ 89,655	0.4%
Total Revenues for month:	\$ 766,711	\$ 893,530	\$ 1,198,571	\$ 1,289,624	7.6%
Total Operating Cost for month:		\$ 647,158	\$ 788,148	\$ 645,628	-18.1%
Cargo (Lbs)	197,894	222,594	296,780	224,365	-24.4%



Redmond Municipal Airport-Roberts Field

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Exhibit A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

April 11, 2019

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Ben Wolfe, *Airport Operations Supervisor*; Mike Wilcox, *Airfield and Facilities Maintenance*; Cameron Prow, *TYPE-Write II*

City Council Liaison: None

Visitors: Jim Nevarov; Joe Roshak, *Century West Engineering*; Michael Dinsmore; Sean Ferguson, *Leading Edge FBO (Fixed Base Operator)*

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 5:38 p.m., Thursday, April 11, 2019.

Ms. Prow called the roll and confirmed the presence of a quorum (5 of 9 members). Mr. Henderson arrived at 5:50 p.m. after approval of the minutes, increasing the quorum to 6 of 9 members.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. SWEARING IN NEW COMMITTEE MEMBERS

A. Youth Ex Officio Adriauna Pendergrass (Redmond)

B. Committee Member: William Huff (Redmond)

Swearing in of new committee members was postponed due to lack of a Council liaison.

V. APPROVAL OF MINUTES

A. Committee Meeting Minutes February 2019

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of February 21, 2019, as presented. Mr. Livingston seconded the motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics for January and February 2019 and summarized (PowerPoint) activities since the February meeting. Year-over-year enplanements grew by 18% in March. Enplanements are expected to plateau over the next few years unless new destinations pop up. New staff were hired in Airfield Operations and Landscaping; interviews for new Custodial staff will be done tomorrow.

VIII. NEW BUSINESS

A. New Air Service

Mr. Bass announced new "red-eye" service to Chicago starting June 6, 2019, new early-morning flights (3) to Denver (Airbus 319), and new direct service to Las Vegas (midday turn, Thursday and Sunday, 737-800), running September 5 through December 15, 2019. Airport staff have been working to add Las Vegas service by Sun Country Airlines. Sun Country staff indicated yesterday Vegas bookings were pretty decent within the first week. He outlined provisions and incentives in the modified agreement intended to convert Sun Country's seasonal service to year-round.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

B. Construction Updates

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

- **Commercial Ramp Extension** (\$8.1 million). K&E Excavating Inc. started construction on Monday. Phase 1 is underway and should take 45 days. The safety plan is crucial.
- **Quick Turnaround Car Rental Facility** (\$7.5 million). This project has been moving through design and site layout is about 80%. This project will provide about 300 parking stalls. Funding came from the CFCs (Customer Facility Charges) added to rental cars a few years ago.
- **SRE (Snow Removal Building)** (\$12.3 million). Design is 80-90% complete. Bidding will take place within the next two months. Groundbreaking for this 42,000-square-foot operations building is expected in September 2019. Options for re-using the old SRE building are under consideration.
- **Parking Expansion** (\$3.2 million). Crack-sealing and painting of the old 100-space transient parking area just finished. This area will become a credit-card-only lot for customers this summer. A new 300-500-space lot will be built to the east. Though no shuttle plan currently exists, possible future shuttles should be able to operate without going out on the main road. The Airport can renegotiate its contract to require its current parking management company to buy, operate, and maintain the vehicles.

Committee suggestions included the potential for electrically powered shuttles.

- **3rd TSA (Transportation Security Administration) Lane** (\$230,000). Reconfiguring the exit lane will allow space for another TSA lane and maybe another AIT machine if one is available through GSA (General Services Administration). More ID-checking stations will also be available. Installation is expected to be completed by October 2019.
- **Concessions and Retail Expansion.** The new post-security space will be in the rotunda, doubling the retail area. The concessionaire (Aviano) is paying for the expansion. Once the current retail area is vacated, it will be converted to a coffee bar (Pure Northwest Coffee) with grab-and-go food items. The Airport will offer incentives to encourage Aviano to finish the expansion as soon as possible in summer 2019.

Committee concerns included adding a newspaper stand and impact of a downstairs coffee bar on the upstairs restaurant.

C. Wildlife Mitigation Program

Mr. Wolfe and Mr. Wilcox discussed operational challenges posed by wildlife and the Airport's Wildlife Hazard Management Plan. The objective is to manage risk by reducing the probability of wildlife and aircraft collisions. Mitigation options included habitat modification, exclusion, harassment tools, and capture/relocate. Inspections are done morning and night. Most inspections and mitigation techniques are done inside the security fence.

VII. OLD BUSINESS

A. SRE Updates

See VI.B. Construction Updates (above).

B. Transient Parking Update

Mr. Bass said capacity of the new transient parking lot had been at 50% full since April 1, 2019. Approximately 140 permits have been issued. Airport staff are monitoring the lighting during the (hopefully) short-term use of this area. Feedback so far has been positive.

C. New Lease Policy Approval

Mr. Bass discussed (PowerPoint) financial implications to the Airport of implementing reversion clauses in 25 private hangar leases coming due in the next 10 years. He also presented a new Section 4.5 which provided an appeals process. The Airport is expecting to seek City Council approval later in summer 2019.

Motion 2 (6/0/0): Mr. Henderson moved to accept new Section 4.5 as presented and recommend City Council approval of the revised Airport Lease Policy. Mr. Moor seconded the motion which passed unanimously.

VIII. NEW BUSINESS

B. Northside GA Development

Mr. Bass discussed barriers to increasing the General Aviation area and potential solutions:

- The Airport met with Leading Edge's architects and engineers about construction of a new 22,500-square-foot FBO (Fixed Base Operator) building.
- Airport staff are also talking with another party interested in a 30,000-square-foot hangar on the north side. PBS Engineering and Environmental Inc., the Airport's environmental firm, will take core samples to assess the scope of DDT and petroleum contamination of the proposed site.
- Six hangars are independently owned. The Airport's options are to buy out the existing owners or wait until their leases are "up."
- Hotel negotiations are ongoing for a site adjacent to the Deschutes County Fairgrounds. He will keep the Airport Committee informed.

Committee concerns included other hotel projects in Redmond.

IX. COMMITTEE MEMBER COMMENTS

Mr. Henderson reported Deschutes County had hired a new Fairgrounds Director (Geoff Hines) who is starting in June 2019. The bonds on the current fairgrounds have been paid. Improvements and expansion plans are in the planning stages.

Mr. Bahlman asked about tower upgrades and improvements, saying he recently became aware the Airport's tower had no radar. Mr. Bass and Mr. LeLacheur discussed funding and FAA obstacles to getting a terminal radar system with a beacon. The FAA (Federal Aviation Administration) has finally agreed the Airport needs terminal radar, but finding one is challenging. The Airport will add an ADSB display (GPS-based surveillance system). The flight school and all air carriers have this equipment, but all GA aircraft will be required to add it by the end of 2020.

Mr. Henderson reported delays on recent United Airlines' flights and asked what the Airport's role was in solving this problem. Mr. Bass said poor weather and overcrowding in San Francisco was causing most of these delays. Redmond Airport is working to get a grant for San Jose.

Mr. Bass said Budget Committee meetings were scheduled for April 23-24, 2019, starting at 6 p.m. The Airport's budget will be discussed one of those days.

X. ADJOURN

Next Airport Advisory Committee meeting: Thursday, June 13, 2019, 5:30 p.m.

With no further business, Chair Sande adjourned the meeting at 6:42 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



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Exhibit B

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

June 13, 2019

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

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

Youth Ex Officio Absent: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Nicole Jurgensen, *Airport Security Coordinator*; Annika Schinkel, *Airport Security Assistant*, and Jayde Brumitt, *Airport Security Specialist*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick, George Endicott

Visitors: Joe Roshak, *Century West Engineering*; Victor Walco, *Life Flight Network*

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 5:35 p.m., Thursday, June 13, 2019.

Ms. Prow called the roll and confirmed the absence of a quorum (3 of 9 members). Mr. Livingston arrived at 5:39 p.m., increasing the number of members to 4 of 9 but not achieving a quorum.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Sande postponed approval of the April 11, 2019, minutes to the next meeting.

VII. NEW BUSINESS

A. New Air Service

Mr. Bass reported (PowerPoint) the Airport implemented new direct service to Chicago (started June 6, good numbers, positive feedback) and Denver (good numbers). Direct service to Las Vegas will start on September 5). Airport staff are talking with two other

low-cost carriers. Weekly commercial departures are currently at 190. He shared a table of historical destinations and service providers for 2009-2018.

Mr. Bass announced the Airport intended to apply for a grant from the Small Community Air Service Development Program (SCASDP) to acquire direct daily service to San Jose. Past grants from this program helped the Airport improve and/or acquire service to Salt Lake City, San Francisco, Los Angeles, and Phoenix.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics (March and April 2019) and summarized (PowerPoint) activities since the April meeting.

B. Project Updates

Mr. Bass and Mr. LeLacheur discussed (PowerPoint) projects underway and planned:

- **Commercial Ramp Extension** (\$8.1 million): Phase 2 is under way. This project is about 50% complete, within budget, and might be completed early.
- **Snow Removal Equipment Building** (\$14.5 million): The latest engineers' estimate is showing a potential budget overrun of about \$2 million. The Airport is considering alternatives which will be reviewed by this committee before going to City Council.
- **Parking Expansion** (\$3.2 million): The design phase is approximately 60% complete and has an option to add more spaces as budget permits. Construction will start in fall 2019.
- **3rd TSA (Transportation Security Administration) Lane** (\$230,000). Design is complete and the Airport will go out for bid.
- **Extended Tower Hours.** The first of three operational counts was completed in June; two more counts will be done in July and August. These data are required to justify the need for coverage 7 p.m.-12 midnight to the FAA (Federal Aviation Administration).
- **Marketing Initiatives.** The "Fly Redmond" logo will be added to the reservoir along North Highway 97 as a new marketing tool for the Airport.

C. Private Investments

Mr. Bass summarized private investment opportunities:

- **FBO Expansion:** Leading Edge is planning to remove the current FBO building, add a 22,000-square-foot hangar, and attach a brand-new, 2-story FBO building to the hangar. Estimated cost: \$4-\$6 million.
- **Other:** Mr. Bass reported a private investment group was interested in building a 30,000-square-foot hangar on the north side of the Airport. An environmental study indicated DDT and petroleum contamination on this site. Mr. LeLacheur reported preliminary findings on recent core samples, 7-10 feet down, revealed signs of pesticide in only one test hole. Tests for lead near two old fuel tanks indicated levels were under the maximum allowed.

D. Upcoming Issues

Mr. Bass provided information on other issues facing the Airport:

- **Commercial Airlines Incentives Policy:** Staff are working with the Airport's attorneys to establish a more equitable incentive policy as required by the FAA.
- **New FAA Oregon Engineer:** Redmond Airport's development requests are being stalled in bureaucracy. The FAA engineer the Airport has worked with over the last three to four years has left and a new one has not yet been named. Airport staff are monitoring this situation. Mr. Coffelt, Prineville Airport Manager, reported experiencing the same difficulty.
- **Hotel Lease Terms:** The Airport is now using a gross receipts lease, instead of a land lease, for hotel developments. A new team is working on lease terms.
- **Airport Influence Zone:** Airport and City staff are working to determine the extent of the Airport's influence on the surrounding area should be and how far out that should be.
- **Tower Radar Display:** The Airport is on the list to get one.
- **Lease Reversion Clause:** The Airport's attorney has prepared procedures to use when taking back property. The first one of these will occur in late 2020.
- **QTA Operational Lease:** Staff are working on lease terms for operation of the Quick Turnaround Area facility with four different car rental companies.
- **T-Hangars:** The Airport needs to replace the T-hangars on the north side at some point.

VII. NEW BUSINESS (continued)

B. Market Rate Rent Study

Mr. Bass discussed preliminary results of the Airport's new study, required by the FAA every five years, which was completed last month. He presented ground rent comparables of similar-sized airports in Oregon, Washington, and California. Redmond Airport's current rates are 16 cents per square foot per year for leases outside the security fence (nonaeronautical) and 34 cents per square foot per year for leases inside the fence (aeronautical). The Airport is proposing to increase rates for leases both outside and inside the fence. The new rates will be implemented in contracts as they come up.

Committee concerns included the number of leases outside the fence and the number of leases above 36 cents per square foot per year inside the fence.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS (continued)

E. Airport Security

Ms. Jurgensen reviewed (PowerPoint) results of the Airport's TSA Inspection completed at the end of May. Redmond Airport is leading Oregon commercial service airports in taking the initiative to proactively implement best practices. She explained what security staff did on a day-to-day basis and their importance to the Airport. A project implemented in April 2019 replaced paper inspections with a smart phone app (i-Auditor), increasing inspection efficiency and security team access as well as providing remote access for TSA inspectors. A current security project will add 12 cameras and a second server to the Airport's CCTV (Closed Circuit Television) system. Effective July 1, 2019, Officer Brent Haywood will be assigned as the Law Enforcement Officer for the Airport.

Ms. Schinkel outlined the Airport's badging process. Over 1,000 active security access ID badges have been issued to employees working at the Airport, contractors, vendors, and private hangar tenants. Another 500 badges are issued by the administrative office to all taxi drivers and rental car employees.

Ms. Brumitt summarized her responsibilities including training, monitoring badge-holders for criminal history and security violations, regulatory requirements (inspections, alarm responses, report documents), and internal audits. Last year she provided an average of 230 hours of in-class training to 1,100 people.

Councilor Patrick questioned the number of monitors in the security office. Ms. Jurgensen identified the equipment currently in use and planned improvements.

Committee concerns included if security cameras were also installed in nonsecurity areas. Ms. Jurgensen responded that security cameras were also installed at access control points.

Mr. Bass stated the security procedures were in place to protect the safety of almost a million passengers annually. The additional security cameras have been valuable in protecting the Airport legally.

VI. OLD BUSINESS

A. SRE Building Update

See Section V.B. under Project Updates (above).

B. Budget Review

Mr. Bass presented the Airport Fund budget for fiscal year 2019-20, approved by City Council on June 11, 2019, and discussed the effects of growth on the budget. He asked the committee to review the budget and forward any questions/comments to him.

Mr. Livingston expressed concern about the validity of project cost estimates. Mr. Bass said the independent engineers used by the Airport were basing their estimates on designs that were 95% complete.

IX. COMMITTEE MEMBER COMMENTS

None.

Next Airport Advisory Committee meeting: Thursday, August 8, 2019, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:28 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