



Redmond Municipal Airport-Roberts Field
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REDMOND, OR 97756
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AIRPORT COMMITTEE

Thursday, October 10, 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. **APPROVAL OF MINUTES**
 - a) Committee Meeting Minutes August 2019- Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
- VI. **OLD BUSINESS**
 - a) SRE Building Update
- VII. **NEW BUSINESS**
 - a) New Air Service (Sun Country/Allegiant)
 - b) Airline Incentives Policy (Draft) Discussion
- 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

JULY

<i>Passengers</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
August	29,276	33,993	39,352	45,508				
September	24,896	29,287	33,346	38,312				
October	24,496	29,400	33,285	38,959				
November	23,974	27,637	32,741	36,357				
December	25,286	27,630	32,847	37,283				
January	24,863	25,768	31,362	35,397				
February	22,912	25,345	29,753	30,841				
March	25,313	29,671	33,456	39,640				
April	23,656	26,536	33,352	35,890				
May	7,379	29,137	35,338	38,528				
June	30,397	32,966	39,865	45,427				
Enplanements	291,158	350,402	413,580	468,295	51,550			
Deplanements	288,478	348,023	411,552	466,952	50,965			
Total Passengers	579,636	698,425	825,132	935,247	102,515			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>	<i>July 2019</i>	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	14.77
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	6.23
<i>Operating Efficiency</i>	<i>FY 18/19</i>	<i>FY 19/20</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$	6.54

July

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 110,748	\$ 126,282	\$ 151,430	\$ 164,537	8.7%
Customer Facility Charge (Car Rental)	\$ -	\$ 63,417	\$ 70,827	\$ 74,343	5.0%
Landing Fees	\$ 113,943	\$ 158,946	\$ 199,743	\$ 192,687	-3.5%
Fuel Flowage Fees	\$ 21,368	\$ 31,107	\$ 41,351	\$ 44,134	6.7%
Fuel (Gallons) Jet A	296,303	425,610	574,002	601,660	4.8%
Fuel (Gallons) Avgas 100LL	8,952	18,770	16,722	28,825	72.4%
Fuel Tank Fees	\$ 660	\$ 8,729	\$ 11,500	\$ -	-100.0%
Space Usage Fees	\$ 54,896	\$ 70,556	\$ 74,586	\$ 81,269	9.0%
Supplemental Security Fee	\$ 23,894	\$ 35,054	\$ 45,240	\$ 47,157	4.2%
Parking	\$ 169,210	\$ 195,313	\$ 244,895	\$ 353,575	44.4%
Rental Cars	\$ 119,793	\$ 146,505	\$ 173,743	\$ 204,205	17.5%
Rental Cars Lot Fees	\$ 5,640	\$ 6,200	\$ 6,228	\$ 6,700	7.6%
Concession Commissions	\$ 17,052	\$ 18,806	\$ 24,077	\$ 32,463	34.8%
General Aviation	\$ 30,719	\$ 31,256	\$ 32,109	\$ 39,010	21.5%
Forest Service Leases	\$ 52,136	\$ 70,470	\$ 89,199	\$ 89,975	0.9%
Total Revenues for month:	\$ 720,060	\$ 962,640	\$ 1,164,927	\$ 1,330,055	14.2%
Total Operating Cost for month:	\$ 351,559	\$ 407,495	\$ 328,171	\$ 337,351	2.8%
Cargo (Lbs)	176,417	248,606	289,578	237,954	-17.8%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

AUGUST

<i>Passengers</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	28,710	33,032	38,883	46,153	51,550	5,397	11.69%	11.69%
August	29,276	33,993	39,352	45,508	51,515	6,007	13.20%	12.44%
September	24,896	29,287	33,346	38,312				
October	24,496	29,400	33,285	38,959				
November	23,974	27,637	32,741	36,357				
December	25,286	27,630	32,847	37,283				
January	24,863	25,768	31,362	35,397				
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April	23,656	26,536	33,352	35,890				
May	7,379	29,137	35,338	38,528				
June	30,397	32,966	39,865	45,427				
Enplanements	291,158	350,402	413,580	468,295	103,065			
Deplanements	288,478	348,023	411,552	466,952	101,514			
Total Passengers	579,636	698,425	825,132	935,247	204,579			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 18/19	FY 19/20	Benchmark	Goal	August 2019	
	\$ 16.40	\$ 17.12	\$ 17.09	> \$15.00	\$	15.17
<i>Airline Cost Per Enplanement (CPE)</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	6.39
<i>Operating Efficiency</i>	FY 18/19	FY 19/20	Benchmark	Goal		
	\$ 14.31	\$ 16.76	\$ 17.50	< \$18.00	\$	10.26

August

REVENUES (by Fiscal Year)	2016/17	2017/18	2018/19	2019/20	% Chg
Passenger Facility Charge	\$ 119,612	\$ 129,929	\$ 150,287	\$ 173,667	15.6%
Customer Facility Charge (Car Rental)	\$ -	\$ 50,289	\$ 71,100	\$ 73,770	3.8%
Landing Fees	\$ 124,889	\$ 230,270	\$ 211,013	\$ 201,174	-4.7%
Fuel Flowage Fees	\$ 23,509	\$ 39,521	\$ 44,314	\$ 43,516	-1.8%
Fuel (Gallons) Jet A	324,713	549,786	608,367	592,534	-2.6%
Fuel (Gallons) Avgas 100LL	11,135	14,794	24,693	29,119	17.9%
Fuel Tank Fees	\$ 1,834	\$ 11,028	\$ 8,500	\$ -	-100.0%
Space Usage Fees	\$ 55,762	\$ 70,322	\$ 73,363	\$ 80,971	10.4%
Supplemental Security Fee	\$ 24,171	\$ 34,914	\$ 44,345	\$ 46,949	5.9%
Parking	\$ 232,871	\$ 259,011	\$ 283,222	\$ 378,909	33.8%
Rental Cars	\$ 121,378	\$ 158,452	\$ 183,713	\$ 188,568	2.6%
Rental Cars Lot Fees	\$ 5,640	\$ 6,200	\$ 6,452	\$ 6,860	6.3%
Concession Commissions	\$ 17,001	\$ 21,819	\$ 25,094	\$ 33,595	33.9%
General Aviation	\$ 30,719	\$ 33,580	\$ 32,131	\$ 38,662	20.3%
Forest Service Leases	\$ 52,136	\$ 70,470	\$ 89,199	\$ 89,975	0.9%
Total Revenues for month:	\$ 809,521	\$ 1,115,804	\$ 1,222,733	\$ 1,356,617	10.9%
Total Operating Cost for month:	\$ 388,082	\$ 444,300	\$ 623,779	\$ 528,373	-15.3%
Cargo (Lbs)	196,720	328,877	309,180	218,016	-29.5%



Redmond Municipal Airport-Roberts Field

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Exhibit A

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

August 8, 2019

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Brent Haywood, *Redmond Police Officer*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Joe Roshak, *Century West Engineering*; Matthew Brawn, *Aviano RDM LLC*; Garry Finley

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

Vice-Chair Neary called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:33 p.m., Thursday, August 8, 2019.

Ms. Prow called the roll and confirmed the presence of a quorum (7 of 9 members). Mr. Henderson arrived at 5:39 p.m. after approval of the minutes and election of 2019 committee officers, increasing the quorum to 8 of 9 members.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. SWEARING IN NEW COMMITTEE MEMBER

A. Youth Ex Officio: Adriauna Pendergrass (Redmond)

B. Committee Member: William Huff (Redmond)

Councilor Patrick administered the oath of office to new Youth Ex Officio Adriauna Pendergrass and new regular committee member William Huffman.

VI. APPROVAL OF MINUTES

A. April 11, 2019

B. June 13, 2019

Motion 1 (7/0/0): Mr. Livingston moved to approve the minutes of April 11 and June 13, 2019, as presented. Mr. Moor seconded the motion which passed unanimously.

V. ELECTION OF 2019 COMMITTEE OFFICERS

Mr. Berg nominated Mr. Sande to serve as Chair and Mr. Neary to serve as Vice-Chair for 2019. Mr. Bass reported Mr. Sande was willing to serve again if needed.

Motion 2 (7/0/0): Mr. Berg moved to retain Mr. Sande as Chair and Mr. Neary as Vice-Chair for 2019. Mr. Livingston seconded the motion which passed unanimously.

VII. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

For the benefit of new members, Mr. Bass invited everyone to introduce themselves including their backgrounds and interest in aviation.

Councilor Patrick thanked committee members for their service.

Mr. Bass presented the Airport Performance Metrics Reports for May and June 2019. He discussed (PowerPoint) personnel changes due to the Airport's growth, final budget figures from fiscal year 2018-2019, and passenger counts (960,000 for 2018-2019, 1 million projected for 2019-2020).

B. Construction Updates

Mr. Bass announced the Airport Master Plan was completed and approved by the FAA (Federal Aviation Administration). The \$800,000 cost was funded by the FAA. He provided progress reports (PowerPoint) on the following projects:

1. **Commercial Ramp Extension:** Phase 3 underway. Project 85% done. Completion estimated for the end of August 2019.
2. **Security Buildout** (\$75,000): SunWest Builders will break ground next week.
3. **TSA 3rd Lane** (\$150,000): Council will probably review this project in September, which means groundbreaking won't be for another month or two.
4. **SRE (Snow Removal Equipment Building):** Bids opened yesterday; the lowest bid was \$11.1 million which was less than the engineer's estimate of \$12.5 million. Council will consider approval of the bid/contract in September 2019. The Airport is hoping to break ground within the next month.
5. **Parking Expansion** (\$3.2 million): Will go out to bid the end of August 2019. The Airport is hoping to break ground in fall 2019. An increase to 500 spaces (instead of 300) is being considered since the SRE bid came in lower than expected.
6. **Quick Turnaround** (car rental facility): Still working on the legal agreement (lease) with the car rental agencies as well as fuel and carwash providers. Will go out to bid in mid-September 2019.
7. **Extended Tower Hours.** Two of three week-long operational counts were completed in June and July; the last count will be done in August. These data are required by the

FAA (Federal Aviation Administration) to justify the need for tower coverage 7 p.m.-12 midnight.

8. **ADS-B Display** (\$5,000): The Airport has justified its need for a radar system but is on a waiting list for equipment. In the meantime, the Airport is awaiting FAA approval to install and use GPS (Global Positioning System) to track all planes with ADS-B capability, improving the tower's situational awareness.
9. **Marketing Initiatives** (\$14,000): Contract signed to add the "Fly Redmond" logo to the water reservoir along North Highway 97 as a new marketing tool for the Airport.

Committee concerns included the potential to combine Projects 5 and 6 under one contractor (economies of scale), a lower-cost option for the GPS system (Project 8), and projected cost overruns on the SRE Building (Project 4) from the June 2019 meeting.

VIII. OLD BUSINESS

A. SRE Building Update

See Agenda Item VII.B.4 (above).

B. Reversion Clause

Mr. Bass outlined the reversion clause process. The first reversion is due in 11 months. Of the 35 private hangar leases on the airfield, 25 are due to revert to the Airport within the next 10 years. He discussed the financial impact of lease reversion clauses on the Airport's budget. Revenue generated offsets airfield costs for all users including commercial and general aviation. He asked committee members to review the draft letter and share their comments with him.

IX. NEW BUSINESS

B. Noise Complaints

Mr. Bass said (PowerPoint) 90% of the noise complaints were from Eagle Crest but he has also received complaints from Tumalo. He acknowledged growth of the flight school was a factor. Redmond Airport has no control over national flight patterns which are set by the FAA and no control over the VOR (VHF Omnidirectional Range). He, Leading Edge Aviation, and Hillsboro Aero Academy will meet with Eagle Crest residents on August 28, 2018. He invited Airport Committee members to go with him.

Mr. Henderson reported Deschutes County was also receiving noise complaints about Redmond Airport. Committee members suggested varying the holding pattern altitude and adjusting flight school procedures to reduce the impact on area residents.

A. New Air Service

- **September 2019:** Sun Country will provide direct service to Las Vegas for 3 months.
- **October 2019:** Allegiant will start offering twice weekly service to Las Vegas and Mesa.

Ms. Shaw said she was working with the Oregon Chapter of the National Autism Association to provide training in October 2019 to individuals with autism and their families on using air transportation.

C. Air Space Lesson

Not offered due to lack of time.

X. COMMITTEE MEMBER COMMENTS

- August 22, 2019, 10 a.m. – presentation by Tom Little, NTSB (National Transportation Safety Board), City Hall Room 208, 411 SW 9th Street.

- August 23-24, 2019 – Oregon Air Show of the Cascades, Madras Municipal Airport. Mr. Bass requested posters to help promote this event.

Mr. Berg said Madras Airport just finished its taxiway rehabilitation project.

Mr. Livingston reported the Bend Airport was in the middle of a big master plan process to address expected growth.

Mr. Henderson said he took a helicopter trip from Bend Airport this morning.

Next Airport Advisory Committee meeting: October 10 (2nd Thursday), 2019, 5:30 p.m.

XI. ADJOURN

With no further business, Vice-Chair Neary adjourned the meeting at 6:36 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