



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

Thursday, June 13, 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 April 2019- Exhibit A
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Construction Updates
- VI. **OLD BUSINESS**
 - a) SRE Building Update
 - b) Budget Review
- VII. **NEW BUSINESS**
 - a) New Air Service (Chicago and Las Vegas)
 - b) Market Rate Rent Study
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **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

MARCH

<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	37,519	4,063	12.14%	13.54%
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	346,329			
Deplanements	258,048	288,478	348,023	411,552	309,107			
Total Passengers	529,611	579,636	698,425	825,132	655,436			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 17/18</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2019</i>	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$	17.42
<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	\$	6.75
<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	\$	16.38

March						
REVENUES (by Fiscal Year)	2015/16	2016/17	2017/18	2018/19	% Chg	
Passenger Facility Charge	\$ 95,441	\$ 125,828	\$ 147,023	\$ 161,360	9.8%	
Customer Facility Charge (Car Rental)	\$ -	\$ 38,643	\$ 42,327	\$ 43,194	2.0%	
Landing Fees	\$ 80,902	\$ 95,124	\$ 111,798	\$ 150,916	35.0%	
Fuel Flowage Fees	\$ 13,650	\$ 15,419	\$ 21,717	\$ 25,767	18.6%	
Fuel (Gallons) Jet A	191,578	217,292	303,403	351,410	15.8%	
Fuel (Gallons) Avgas 100LL	3,417	2,975	6,842	16,696	144.0%	
Fuel Tank Fees	\$ 138	\$ 1,787	\$ -	\$ -	0.0%	
Space Usage Fees	\$ 47,442	\$ 49,522	\$ 58,216	\$ 64,424	10.7%	
Supplemental Security Fee	\$ 18,298	\$ 20,889	\$ 27,650	\$ 37,808	36.7%	
Parking	\$ 247,747	\$ 253,434	\$ 276,398	\$ 388,907	40.7%	
Rental Cars	\$ 69,617	\$ 78,965	\$ 96,854	\$ 70,224	-27.5%	
Rental Cars Lot Fees	\$ 5,670	\$ 6,200	\$ 6,200	\$ 7,884	27.2%	
Concession Commissions	\$ 11,412	\$ 13,338	\$ 15,857	\$ 25,059	58.0%	
General Aviation	\$ 31,190	\$ 32,587	\$ 32,396	\$ 33,616	3.8%	
Forest Service Leases	\$ 52,136	\$ 52,411	\$ 89,262	\$ 89,497	0.3%	
Total Revenues for month:	\$ 673,644	\$ 784,147	\$ 925,698	\$ 1,098,657	18.7%	
Total Operating Cost for month:	\$ 383,494	\$ 538,449	\$ 576,197	\$ 614,514	6.6%	
Cargo (Lbs)	181,884	210,427	275,349	229,273	-16.7%	



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

APRIL

<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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October	21,796	24,496	29,400	33,285	38,959	5,674	17.05%	16.61%
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May	21,901	7,379	29,137	35,338				
June	26,148	30,397	32,966	39,865				
<i>Enplanements</i>	<i>271,563</i>	<i>291,158</i>	<i>350,402</i>	<i>413,580</i>	<i>382,219</i>			
<i>Deplanements</i>	<i>258,048</i>	<i>288,478</i>	<i>348,023</i>	<i>411,552</i>	<i>382,825</i>			
<i>Total Passengers</i>	<i>529,611</i>	<i>579,636</i>	<i>698,425</i>	<i>825,132</i>	<i>765,044</i>			

KEY METRICS

<i>Revenue Per Enplanement</i>	FY 17/18	FY 17/18	Benchmark	Goal	April 2019
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$ 19.88
<i>Airline Cost Per Enplanement (CPE)</i>	FY 17/18	FY 17/18	Benchmark	Goal	
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$ 6.81
<i>Operating Efficiency</i>	FY 17/18	FY 17/18	Benchmark	Goal	
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$ 12.67

April

REVENUES (by Fiscal Year)	2015/16	2016/17	2017/18	2018/19	% Chg
Passenger Facility Charge	\$ 79,650	\$ 117,158	\$ 144,302	\$ 164,508	14.0%
Customer Facility Charge (Car Rental)	\$ -	\$ 35,787	\$ 46,116	\$ 49,338	7.0%
Landing Fees	\$ 78,643	\$ 92,767	\$ 108,247	\$ 147,249	36.0%
Fuel Flowage Fees	\$ 12,885	\$ 15,008	\$ 24,371	\$ 26,113	7.1%
Fuel (Gallons) Jet A	178,189	208,896	339,155	354,377	4.5%
Fuel (Gallons) Avgas 100LL	5,877	5,509	9,001	18,670	107.4%
Fuel Tank Fees	\$ 201	\$ 1,584	\$ -	\$ -	0.0%
Space Usage Fees	\$ 45,830	\$ 46,789	\$ 55,555	\$ 61,540	10.8%
Supplemental Security Fee	\$ 17,196	\$ 19,421	\$ 26,053	\$ 35,698	37.0%
Parking	\$ 201,571	\$ 240,964	\$ 290,816	\$ 428,234	47.3%
Rental Cars	\$ 62,732	\$ 68,590	\$ 90,987	\$ 91,638	0.7%
Rental Cars Lot Fees	\$ 5,640	\$ 6,200	\$ 6,200	\$ 6,843	10.4%
Concession Commissions	\$ 10,914	\$ 12,664	\$ 16,362	\$ 22,112	35.1%
General Aviation	\$ 31,690	\$ 31,378	\$ 32,203	\$ 39,597	23.0%
Forest Service Leases	\$ 52,136	\$ 52,411	\$ 89,262	\$ 89,497	0.3%
Total Revenues for month:	\$ 599,086	\$ 740,720	\$ 930,474	\$ 1,162,368	24.9%
Total Operating Cost for month:	\$ 339,815	\$ 371,416	\$ 492,048	\$ 454,664	-7.6%
Cargo (Lbs)	160,748	193,900	237,947	255,735	7.5%



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