



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

Thursday, March 22, 2018
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Sean Neary
Vice Chair

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Justin Livingston
Member

Tim Moor
Member

Phil Henderson
Member

Eric Beal
Youth Ex Officio

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

- I. CALL TO ORDER/ROLL CALL**
- II. ANNOUNCEMENTS**
- III. SWEARING IN OF NEW MEMBERS**
 - 1) Phil Henderson—Deschutes County
- IV. COMMENTS FROM CITIZENS**
- V. APPROVAL OF MINUTES**
 - a) Meeting Minutes January 2018 –Exhibit A
- VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Master Plan Update
 - c) FEMA Assessment
- VII. OLD BUSINESS**
 - a) Air Service Updates
- VIII. NEW BUSINESS**
 - a) Airline Industry Review
- 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

DECEMBER

<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	31,567	3,937	14.25%	15.58%
January	20,550	21,225	24,863	25,768				
February	17,502	19,357	22,912	25,345				
March	21,067	22,469	25,313	29,671				
April	19,479	20,986	23,656	26,536				
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	209,174			
Deplanements	234,961	258,048	288,478	348,023	207,827			
Total Passengers	492,880	529,611	579,636	698,425	417,001			

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 16/17	FY 17/18	Benchmark	Goal	Dec. 2017	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	13.00
<i>Airline Cost Per Enplanement (CPE)</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	6.62
<i>Operating Efficiency</i>	FY 16/17	FY 17/18	Benchmark	Goal		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	17.43

December						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 62,223	\$ 76,627	\$ 67,919	\$ 92,423	36.1%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 30,189	\$ 11,826	-60.8%	
Landing Fees	\$ 61,309	\$ 81,736	\$ 93,615	\$ 119,272	27.4%	
Fuel Flowage Fees	\$ 9,339	\$ 14,179	\$ 16,419	\$ 18,684	13.8%	
Fuel (Gallons) Jet A	132,170	201,185	232,259	263,190	13.3%	
Fuel (Gallons) Avgas 100LL	1,242	1,366	2,299	3,726	62.1%	
Fuel Tank Fees	\$ -	\$ 65	\$ 1,647	\$ -	-100.0%	
Space Usage Fees	\$ 39,319	\$ 49,228	\$ 48,512	\$ 60,609	24.9%	
Supplemental Security Fee	\$ 15,036	\$ 18,752	\$ 20,346	\$ 29,086	43.0%	
Parking	\$ 179,567	\$ 198,074	\$ 228,168	\$ 218,603	-4.2%	
Rental Cars	\$ 49,952	\$ 63,805	\$ 75,198	\$ 76,985	2.4%	
Rental Cars Lot Fees	\$ 5,348	\$ 6,165	\$ 6,282	\$ 6,224	-0.9%	
Concession Commissions	\$ 8,884	\$ 12,699	\$ 14,987	\$ 16,145	7.7%	
General Aviation	\$ 25,897	\$ 31,309	\$ 31,252	\$ 31,906	2.1%	
Forest Service Leases	\$ 66,906	\$ 51,847	\$ 52,118	\$ 70,470	35.2%	
Total Revenues for month:	\$ 523,780	\$ 604,485	\$ 686,652	\$ 752,233	9.6%	
Total Operating Cost for month:	\$ 465,577	\$ 429,903	\$ 526,865	\$ 550,091	4.4%	
Cargo (Lbs)	185,107	197,367	216,711	303,988	40.3%	



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

JANUARY

<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%
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October	21,207	21,796	24,496	29,400	33,285	3,885	13.21%	15.24%
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December	22,806	19,988	25,286	27,630	31,567	3,937	14.25%	15.58%
January	20,550	21,225	24,863	25,768	29,111	3,343	12.97%	15.25%
February	17,502	19,357	22,912	25,345				
March	21,067	22,469	25,313	29,671				
April	19,479	20,986	23,656	26,536				
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	238,285			
Deplanements	234,961	258,048	288,478	348,023	234,659			
Total Passengers	492,880	529,611	579,636	698,425	472,944			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Jan. 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$ 17.55	
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$ 6.37	
<i>Operating Efficiency</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$ 12.40	

January						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 102,350	\$ 110,028	\$ 139,311	\$ 148,910	6.9%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 32,268	\$ 36,048	11.7%	
Landing Fees	\$ 63,622	\$ 79,310	\$ 81,743	\$ 106,202	29.9%	
Fuel Flowage Fees	\$ 9,708	\$ 14,074	\$ 13,005	\$ 17,098	31.5%	
Fuel (Gallons) Jet A	136,381	198,561	184,523	240,155	30.1%	
Fuel (Gallons) Avgas 100LL	2,298	2,497	1,267	4,099	223.5%	
Fuel Tank Fees	\$ -	\$ 213	\$ 1,522	\$ -	-100.0%	
Space Usage Fees	\$ 38,762	\$ 45,531	\$ 43,513	\$ 54,090	24.3%	
Supplemental Security Fee	\$ 14,754	\$ 17,002	\$ 17,630	\$ 25,174	42.8%	
Parking	\$ 158,937	\$ 189,498	\$ 209,486	\$ 279,968	33.6%	
Rental Cars	\$ 56,140	\$ 68,873	\$ 55,417	\$ 60,899	9.9%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,460	\$ 6,200	\$ 6,578	6.1%	
Concession Commissions	\$ 8,038	\$ 10,366	\$ 13,522	\$ 14,581	7.8%	
General Aviation	\$ 25,971	\$ 31,098	\$ 30,737	\$ 31,646	3.0%	
Forest Service Leases	\$ 66,940	\$ 51,847	\$ 52,030	\$ 70,470	35.4%	
Total Revenues for month:	\$ 550,569	\$ 623,299	\$ 696,382	\$ 851,664	22.3%	
Total Operating Cost for month:	\$ 312,305	\$ 374,305	\$ 395,232	\$ 360,871	-8.7%	
Cargo (Lbs)	135,583	147,660	151,168	260,398	72.3%	



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EXHIBIT A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

January 11, 2018

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

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

Youth Ex Officio: Eric Beal

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; George Endicott, *Mayor*

Visitors: Garry Finley; Greg Reince, *Century West Engineering*; Phil Henderson, *Deschutes County Commissioner*; Stan Clark

Media: None

(Agenda items appear in the order discussed. 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 5:31 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (4 of 8) was not present. Mr. Livingston arrived at 5:44 p.m., establishing a quorum.

II. ANNOUNCEMENTS

A. Rob Berg Reappointed by Jefferson County

Mayor Endicott reported City Council on January 9 unanimously reappointed Rob Berg as the Jefferson County representative on this committee for a new three-year term, which will expire December 31, 2021. On December 12, 2017, Council appointed Eric Robert Beal as the new Youth Ex Officio; his term will expire August 31, 2018.

B. Introduction of New Committee Members

1. **Eric Beal**, Youth Ex Officio, introduced himself as a Ridgeview High School student with a career goal of becoming an aeronautical engineer.

Mayor Endicott outlined the origin of Youth Ex Officio positions on City committees and commissions and encouraged Mr. Beal to participate fully during his term.

III. SWEARING IN NEW MEMBERS

Mayor Endicott administered the Oath of Office to Eric Beal, new Youth Ex Officio member.

IV. COMMENTS FROM CITIZENS

Mr. Reince said the Bend Airport now has a full-service, lighted helipad with 21 parking positions.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for October and November 2017.

Quick Updates: The Airport expects to see close to 400,000 enplanements (people flying out of Redmond) this year. Adding deplanements (people flying into Redmond), meeters, and greeters, the Airport is processing nearly one million visitors per year. The flight school (Hillsboro Air) is open with 50 students, and expects 100 students later this year. The Flybrary (a “take one/leave one” library for passengers) is up and running. An expedited TSA (Transportation Security Administration) Limited Pre-Check lane and Known Crew Member (KCM) lane have been added and the Airport is exploring the addition of a third TSA scanner. Parking utilization is about 60% full; parking lot cameras, updated every five minutes, will go online in spring 2018. Due to the Airport’s growth, customers need to get to the Airport earlier, (90 to 120 minutes prior to flight departure) especially for early morning (5-7 a.m.) flights.

Mr. Bass’s PowerPoint presentation included a report on growth, 2017-2018 budget projections, five-year capital improvement program and funding, operating reserves and five-year forecast. New projects (within the next three years) included 11-29 runway reconstruction (February 2018), aircraft pushback operations (April 2018), parking expansion (summer 2018), ramp expansion (spring 2019), snow removal equipment (SRE) building (2020), and hold room expansion (2020). Projects in process but not yet scheduled included a rental car quick-turnaround facility and GA (general aviation) development.

Committee members suggested an online “app” to inform customers about TSA waiting times, opening extra TSA scanners, re-use options for building materials and older buildings, and the potential for a public-private partnership in operating the carwash facility.

Mr. Bass said he would provide cost analysis data to members prior to or at future Airport Committee meetings.

VII. OLD BUSINESS

A. Air Service Update

Mr. Bass reported completion of visits with COAST (Central Oregon Air Service Team) members to airline headquarter offices and outlined benefits to the Airport from such visits. United Airlines will add a new Los Angeles (LAX) service in April 2018 and another daily flight to Denver (DEN) in summer 2018. Delta Airlines is upsizing its aircraft to Embraer E-175s (76 passengers) and will increase total flights to 25 outgoing/25 incoming this summer.

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

B. Master Plan Update

Mr. Bass said master plan approval would be postponed to March 2018 to give the Airport time to study feasibility of alternatives for expanding the passenger terminal to accommodate growth projections. He and Mr. LeLacheur discussed pros and cons of increasing capacity in phases vs. building a separate facility in one construction process.

Following discussion, committee members generally agreed increasing passenger capacity of the current terminal was a good interim measure until a separate concourse could be built. Construction activity next to the current terminal would be less disruptive to passengers than expanding the current terminal while it's in use.

Mayor Endicott asked about timing of the proposed skybridges.

VIII. NEW BUSINESS

A. Engineer's Lesson

Mr. LeLacheur made a (PowerPoint) presentation on the Instrument Landing System (ILS) used at the Redmond Airport.

Members generally agreed the "Engineer's Lesson" segment of Airport Committee meetings was interesting and should be continued.

Mr. Bass invited committee members to suggest topics for future meetings.

Mr. Clark commented the lights leading up to the runway should be part of the ILS.

V. APPROVAL OF MINUTES

A. Meeting Minutes – November 9, 2017

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of November 9, 2017, as presented. Mr. Neary seconded the motion which passed unanimously.

VIII. NEW BUSINESS (continued)

B. Election of 2018 Officers

Motion 2 (5/0/0): Mr. Moor moved that Mr. Sande and Mr. Neary continue serving as the Chair and Vice-Chair, respectively, for the 2018 calendar year. Mr. Sande and Mr. Neary agreed to serve. Mr. Foote seconded the motion which passed unanimously.

IX. COMMITTEE MEMBER COMMENTS

None.

Next meeting: Thursday, March 8, 2018, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:30 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