



Redmond Municipal Airport-Roberts Field
2522 SE JESSE BUTLER CIRCLE, #17
REDMOND, OR 97756
541.504.3499
FAX: 541.548.0591
RDM@flyrdm.com
www.flyrdm.com

AIRPORT COMMITTEE

Thursday, January 11, 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

Eric Beal
Youth Ex Officio

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **ANNOUNCEMENTS**
 - a) Rob Berg reappointed by Jefferson County
 - b) Introduction of new committee members
 - 1) Eric Beal (Youth Ex Officio)
- III. **SWEARING IN OF NEW MEMBERS**
 - 2) Eric Beal (Youth Ex Officio)
- IV. **COMMENTS FROM CITIZENS**
- V. **APPROVAL OF MINUTES**
 - a) Meeting Minutes November 9, 2017 –Exhibit A
- VI. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Master Plan Update
- VII. **OLD BUSINESS**
 - a) Air Service Update
- VIII. **NEW BUSINESS**
 - a) Engineer's Lesson
 - b) Election of 2018 Officers
- 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

NOVEMBER

<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				
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	177,607			
Deplanements	234,961	258,048	288,478	348,023	174,759			
Total Passengers	492,880	529,611	579,636	698,425	352,366			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Nov. 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	15.28
<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	\$	6.46
<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	\$	14.60

November						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 71,611	\$ 83,470	\$ 99,822	\$ 118,736	18.9%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 30,669	\$ 34,869	13.7%	
Landing Fees	\$ 62,600	\$ 73,202	\$ 94,891	\$ 121,238	27.8%	
Fuel Flowage Fees	\$ 9,871	\$ 12,481	\$ 15,393	\$ 18,867	22.6%	
Fuel (Gallons) Jet A	138,758	175,160	216,259	266,282	23.1%	
Fuel (Gallons) Avgas 100LL	2,256	3,137	3,637	3,248	-10.7%	
Fuel Tank Fees	\$ -	\$ 64	\$ 1,426	\$ -	-100.0%	
Space Usage Fees	\$ 39,138	\$ 45,545	\$ 47,541	\$ 61,023	28.4%	
Supplemental Security Fee	\$ 14,944	\$ 17,009	\$ 19,825	\$ 29,334	48.0%	
Parking	\$ 157,593	\$ 212,433	\$ 263,770	\$ 287,389	9.0%	
Rental Cars	\$ 51,456	\$ 56,855	\$ 66,068	\$ 72,867	10.3%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 6,200	\$ 6,200	0.0%	
Concession Commissions	\$ 7,885	\$ 10,651	\$ 12,374	\$ 15,221	23.0%	
General Aviation	\$ 26,569	\$ 31,259	\$ 31,378	\$ 32,518	3.6%	
Forest Service Leases	\$ 66,906	\$ 51,847	\$ 52,046	\$ 70,470	35.4%	
Total Revenues for month:	\$ 513,920	\$ 600,163	\$ 741,403	\$ 868,731	17.2%	
Total Operating Cost for month:	\$ 319,189	\$ 328,700	\$ 374,474	\$ 478,068	27.7%	
Cargo (Lbs)	147,520	145,061	179,898	278,729	54.9%	



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

OCTOBER

<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				
December	22,806	19,988	25,286	27,630				
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	144,866			
Deplanements	234,961	258,048	288,478	348,023	142,313			
Total Passengers	492,880	529,611	579,636	698,425	287,179			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Oct. 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$ 16.24	
<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	\$ 6.30	
<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	\$ 13.24	

October						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 82,603	\$ 92,528	\$ 109,987	\$ 124,457	13.2%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 35,295	\$ 45,243	28.2%	
Landing Fees	\$ 64,402	\$ 81,268	\$ 97,622	\$ 118,963	21.9%	
Fuel Flowage Fees	\$ 10,838	\$ 13,383	\$ 15,985	\$ 20,822	30.3%	
Fuel (Gallons) Jet A	151,853	186,651	224,498	293,866	30.9%	
Fuel (Gallons) Avgas 100LL	2,970	4,539	3,857	3,585	-7.1%	
Fuel Tank Fees	\$ -	\$ 256	\$ 1,701	\$ (6,676)	-492.5%	
Space Usage Fees	\$ 41,121	\$ 46,454	\$ 49,664	\$ 61,271	23.4%	
Supplemental Security Fee	\$ 15,950	\$ 17,445	\$ 20,848	\$ 29,403	41.0%	
Parking	\$ 197,900	\$ 215,752	\$ 251,137	\$ 301,807	20.2%	
Rental Cars	\$ 53,509	\$ 55,122	\$ 77,053	\$ 91,727	19.0%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 6,200	\$ 6,200	0.0%	
Concession Commissions	\$ 8,787	\$ 9,760	\$ 13,990	\$ 16,512	18.0%	
General Aviation	\$ 26,099	\$ 31,578	\$ 31,729	\$ 33,665	6.1%	
Forest Service Leases	\$ 66,906	\$ 51,847	\$ 52,136	\$ 70,470	35.2%	
Total Revenues for month:	\$ 573,461	\$ 620,740	\$ 763,347	\$ 913,863	19.7%	
Total Operating Cost for month:	\$ 344,800	\$ 434,861	\$ 439,498	\$ 440,679	0.3%	
Cargo (Lbs)	179,444	167,304	165,719	250,888	51.4%	



Redmond Municipal Airport-Roberts Field

2522 SE Jesse Butler Circle, Suite 17

Redmond, OR 97756-8643

Phone 541-504-3499

Fax 541-548-0591

www.flyrdm.com

EXHIBIT A

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

November 9, 2017

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Nicole Jurgensen, *Airport Security Manager/Media Relations*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick; George Endicott, *Mayor*

Visitors: Garry Finley; Joe Roshak, *Century West Engineering*; Cathy Clark and Nohemi Ramos, *Oregon Department of Aviation*

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 5:30 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present. Mr. Foote arrived at 5:40 p.m. and Mr. Berg at 5:44 p.m., after approval of the minutes.

II. ANNOUNCEMENTS

Mayor Endicott reminded everyone of the Veterans Day parade starting downtown at 11 a.m. on November 11, 2017. He introduced two members of the Oregon Department of Aviation from Salem, Oregon.

Ms. Shaw said the Oregon Airport Management Association named Mr. Bass Airport Manager of the Year for 2017.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of July 13, 2017, as presented. Mr. Livingston seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for July, August, and September 2017. He discussed (PowerPoint) the impact of growth on Airport operations and current direction, operating financial performance, staffing needs/changes, parking options, general aviation (GA) expansion, new leasing process and software, and new projects. He reported enplanements were up 13% over last year. The flight school will begin next week with a class of 20 and is expecting 100 students per class by the end of 2018. He said the increased activity might allow the Airport to lobby for a radar display and longer tower hours. He assured everyone the airfield could handle the additional workload pretty easily.

Committee concerns included impact of the runway extension on existing buildings and trees, runway orientation, impact of the terminal remodel on operations, parking (length of average stay, cost of multi-level facility, distance from terminal), GA expansion options, leasing process, and new vs. remodel cost analysis on snow removal equipment facility.

B. Master Plan Update

Mr. Bass summarized progress with the Plan Advisory Committee (PAC). Topics covered at the last meeting on June 22, 2017, included project progress/timeline, demand forecasts, facility requirements, improvement alternatives, and the selected runway extension plan. He promised a fuller discussion about the master plan at the next meeting.

VI. OLD BUSINESS

A. Air Service Update

United Airlines: Mr. Bass announced a holiday flight to San Francisco would be added. The number of daily flights to Denver will increase to three in June 2018. **Alaska Airlines:** Mr. Bass reported that, based on meeting with Alaska staff in Seattle last week, Alaska expected to completely resolve their pilot shortage by spring/summer 2018. Alaska is expected to provide five daily flights to Portland and five daily flights to Seattle next summer.

VII. NEW BUSINESS

A. Northside GA (General Aviation) Design

See Airport Report (Agenda Item V.A) above.

B. Growth Constraints

See Airport Report (Agenda Item V.A) above.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg, Madras Airport Manager, discussed impacts of the August 21 solar eclipse on the airport. A total of 485 airplanes flew in for the event. Approximately 24,000 people converged on the City of Madras and many stayed over for the Air Show of the Cascades on the following weekend. An experimental airplane with one person aboard suffered a fatal accident, inbound, on August 17 but this did not occur on the airfield; the incident is being investigated by the NTSB (National Transportation Safety Board). There were surprisingly few issues. No departure incidents or accidents occurred. Part of the revenue realized from this event will be used to help fund the first snow removal equipment building.

Mr. Coffelt, Prineville Airport Manager, said his #1 priority during the eclipse event was to keep airport operations running as smoothly as possible and to support U.S. Forest Service firefighting efforts. Approximately 60 airplanes flew in and parking was full. Traffic was not too bad. Preparations are underway for another big snow year. His staff are working to relocate Central Oregon Rappellers to another site on the airport and are negotiating with the Forest Service.

Next meeting: Thursday, January 11, 2018

IX. 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 _____, 2017.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director