



Redmond Municipal Airport-Roberts Field
2522 SE JESSE BUTLER CIRCLE, #17
REDMOND, OR 97756
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RDM@flyrdm.com
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AIRPORT COMMITTEE

Thursday May 10, 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 March 2018 –Exhibit A
- VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Budget Update
 - c) Engineers Lesson: FAA Grant Assurances
 - d) Hillsboro Aero Academy
- VII. OLD BUSINESS**
 - a) Air Service Updates
- VIII. NEW BUSINESS**
 - a) Lease Policy Amendment
- 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

FEBRUARY

<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	29,111	3,343	12.97%	15.25%
February	17,502	19,357	22,912	25,345	27,718	2,373	9.36%	14.61%
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	266,003			
Deplanements	234,961	258,048	288,478	348,023	261,833			
Total Passengers	492,880	529,611	579,636	698,425	527,836			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Feb. 2018</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$ 17.08	
<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	\$ 16.90	

February						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 73,816	\$ 94,872	\$ 112,947	\$ 128,982	14.2%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 33,468	\$ 36,600	9.4%	
Landing Fees	\$ 58,436	\$ 74,765	\$ 80,592	\$ 98,581	22.3%	
Fuel Flowage Fees	\$ 8,779	\$ 12,262	\$ 13,553	\$ 16,558	22.2%	
Fuel (Gallons) Jet A	121,722	171,247	189,789	231,221	21.8%	
Fuel (Gallons) Avgas 100LL	3,699	3,931	3,822	5,318	39.1%	
Fuel Tank Fees	\$ -	\$ 238	\$ 1,548	\$ -	-100.0%	
Space Usage Fees	\$ 37,740	\$ 44,269	\$ 44,227	\$ 53,302	20.5%	
Supplemental Security Fee	\$ 14,236	\$ 16,396	\$ 18,044	\$ 24,701	36.9%	
Parking	\$ 173,897	\$ 199,500	\$ 225,972	\$ 246,544	9.1%	
Rental Cars	\$ 51,798	\$ 67,687	\$ 75,764	\$ 77,792	2.7%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,700	\$ 6,200	\$ 6,200	0.0%	
Concession Commissions	\$ 7,470	\$ 9,287	\$ 13,154	\$ 13,960	6.1%	
General Aviation	\$ 25,472	\$ 30,610	\$ 30,662	\$ 31,311	2.1%	
Forest Service Leases	\$ 58,485	\$ 52,365	\$ 52,254	\$ 79,194	51.6%	
Total Revenues for month:	\$ 515,477	\$ 607,951	\$ 708,385	\$ 813,726	14.9%	
Total Operating Cost for month:	\$ 323,667	\$ 379,398	\$ 413,466	\$ 468,437	13.3%	
Cargo (Lbs)	140,248	151,376	157,398	246,964	56.9%	



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

MARCH

<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>
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January	20,550	21,225	24,863	25,768	29,111	3,343	12.97%	15.25%
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March	21,067	22,469	25,313	29,671	30,477	806	2.72%	13.26%
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	296,480			
Deplanements	234,961	258,048	288,478	348,023	292,801			
Total Passengers	492,880	529,611	579,636	698,425	589,281			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>March 2018</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	17.79
<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	\$	6.49
<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	\$	18.91

March

REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg
Passenger Facility Charge	\$ 106,392	\$ 95,441	\$ 125,828	\$ 147,023	16.8%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 38,643	\$ 42,327	9.5%
Landing Fees	\$ 67,444	\$ 80,902	\$ 95,124	\$ 111,798	17.5%
Fuel Flowage Fees	\$ 11,387	\$ 13,650	\$ 15,419	\$ 21,717	40.8%
Fuel (Gallons) Jet A	159,432	191,578	217,292	303,403	39.6%
Fuel (Gallons) Avgas 100LL	3,233	3,417	2,975	6,842	130.0%
Fuel Tank Fees	\$ -	\$ 138	\$ 1,787	\$ -	-100.0%
Space Usage Fees	\$ 42,379	\$ 47,442	\$ 49,522	\$ 58,216	17.6%
Supplemental Security Fee	\$ 16,587	\$ 18,298	\$ 20,889	\$ 27,650	32.4%
Parking	\$ 206,803	\$ 247,747	\$ 253,434	\$ 276,398	9.1%
Rental Cars	\$ 60,677	\$ 69,617	\$ 78,965	\$ 96,854	22.7%
Rental Cars Lot Fees	\$ 5,348	\$ 5,670	\$ 6,200	\$ 6,200	0.0%
Concession Commissions	\$ 8,582	\$ 11,412	\$ 13,338	\$ 15,857	18.9%
General Aviation	\$ 25,160	\$ 31,190	\$ 32,587	\$ 32,396	-0.6%
Forest Service Leases	\$ 48,730	\$ 52,136	\$ 52,411	\$ 89,262	70.3%
Total Revenues for month:	\$ 599,487	\$ 673,644	\$ 784,147	\$ 925,698	18.1%
Total Operating Cost for month:	\$ 331,727	\$ 383,494	\$ 538,449	\$ 576,197	7.0%
Cargo (Lbs)	148,154	181,884	210,427	275,349	30.9%



Redmond Municipal Airport-Roberts Field

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EXHIBIT A

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

March 22, 2018

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

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

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

Visitors: Joe Roshak, *Century West Engineering*

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 5:30 p.m., Thursday, March 22, 2018.

Ms. Shaw called the roll and confirmed a quorum of members (5 of 9) was present.

II. ANNOUNCEMENTS

None.

III. SWEARING IN OF NEW MEMBERS

None.

IV. COMMENTS FROM CITIZENS

None.

V. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of January 11, 2018. Mr. Neary seconded the motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics for December 2017 and January 2018.

Quick Updates: Year-to-date enplanements have increased 15.25% year-over-year. In summer 2018, the Airport will have 25 daily outbound flights (2 more than last year): 7 Seattle

(SEA), 5 San Francisco (SFO), 3 Denver (DEN), 2 Salt Lake City (SLC), 2 Los Angeles (LAX), 1 Phoenix (PHX), and 5 Portland (PDX). The Hillsboro flight school has close to 100 students. More queuing and an expedited TSA (Transportation Security Administration) lane have been added. Parking lot web cameras are providing half-hour parking updates. Due to the Airport's growth, passengers need to arrive 2 hours before early morning (5:30-6:30 a.m.) flights to allow enough time for security checks.

Mr. Bass' PowerPoint presentation included passenger demographics, key budget metrics for fiscal year (FY) 2018-2019, growth, and an annual work plan to meet City Council FY 2018-2019 goals. *New projects in 2018:* 11-29 runway reconstruction (February-October, no operational issues so far), aircraft pushback (April), and parking expansion (summer). *Future projects:* ramp expansion (spring 2019), snow removal equipment building (2019-2020), and hold room expansion (2020). *Projects in process:* quick-turnaround (QTA) facility for rental cars and general aviation (GA) development.

Revenue guarantees used to expand commercial air service have been funded in the past through ODOT (Oregon Department of Transportation) plus local cities and counties. Recently, COAST (Central Oregon Air Service Team) and its economic development partners have created a sustainable revenue guarantee. COVA (Central Oregon Visitors Association) is now annually reserving money in a dedicated fund for Redmond which is matched by the state.

Mr. LeLacheur said he and the Operations Supervisor and Operations Lead visited the Missoula (MSO), Helena (HLN), and Bozeman (BZN) airports as part of their research into Quick Turnaround (QTA) rental car facilities and snow removal equipment buildings. These airports were selected because they are similar in size to the Redmond Airport. The trip was productive and informative.

B. Master Plan Update

Mr. Bass said the final master plan open house had been held. He reviewed (PowerPoint) project progress (timeline), preferred alternatives (runway extension, taxiway system, GA development, fuel farm, passenger terminal, auto parking), ultimate development concept, Capital Improvement Plan for 2019-2038, and next steps. Mr. LeLacheur provided additional details as needed.

Committee concerns included the cost difference between aboveground and underground fuel tanks and the impact of not having Connect Oregon funds for the next five years. Mr. Livingston noted that expanding models to cover a 20-year planning horizon has helped the City of Bend better plan for large capital projects.

C. FEMA Assessment

Mr. Bass said Redmond Airport has been identified as a critical incident support base for the Cascadia Earthquake scenario. The FEMA (Federal Emergency Management Agency) conducted an airfield assessment of Roberts Field on March 13-15, 2018. Results of this assessment are for official use only, but he shared a few talking points.

VII. OLD BUSINESS

A. Air Service Updates

- **Allegiant Air:** Mr. Bass reported results of his meeting with this carrier when he attended a conference in Phoenix, Arizona, a few weeks ago. Allegiant is upgrading its aircraft to Airbus 319s. This carrier is extremely price-focused and thinks Redmond's fees are too high. (Medford and Eugene airports both have Allegiant and their fees are higher than Redmond's.) At the carrier's request, staff provided an estimate of Allegiant's cost to bring four weekly flights (2 Mesa, 2 Las Vegas) to Redmond. Allegiant has not yet responded.

- **United Airlines:** This carrier is increasing Denver flights to three per day and has said a fourth is not far behind. When Redmond reaches five Denver flights per day, United has agreed to consider providing a direct flight to Chicago.

Committee concerns included the potential impact of working with low-budget airlines and why Allegiant service was desirable.

VIII. NEW BUSINESS

A. Air Industry Review

Mr. Bass presented (PowerPoint) "Trends in the Airline Industry" from the Mead & Hunt Air Service Development Conference held March 6-8, 2018, in Scottsdale, Arizona. Highlights included industry profits/profit margins, industry consolidation, capacity consolidation, growth of ancillary revenue, fuel prices increasing, unit labor costs increasing, domestic and international fare changes, growth of low-cost carriers, and fleet trends (aircraft size). Four airlines (American, Delta, Southwest, United) control about 81% of the U.S. domestic market. Airports that can support 76-seat aircraft are growing; those that can't are diminishing.

Committee concerns included what was driving the higher labor costs.

IX. COMMITTEE MEMBER COMMENTS

None.

Next meeting: Thursday, May 10, 2018, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:26 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