



Redmond Municipal Airport-Roberts Field  
2522 SE JESSE BUTLER CIRCLE, #17  
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**AIRPORT COMMITTEE**  
Thursday September 20, 2018  
5:30 PM

**COMMITTEE MEMBERS**

Eric Sande  
*Chairman*

Sean Neary  
*Vice Chair*

Rob Berg  
*Member*

Ross Centers  
*Member*

Kelly Coffelt  
*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**  
Airport Committee Opening and Interviews
- III. COMMENTS FROM CITIZENS**
- IV. APPROVAL OF MINUTES**
  - a) Meeting Minutes May 2018 –Exhibit A
  - b) Meeting Minutes July 2018 - Exhibit B
- V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
  - a) Airport Report
  - b) Construction Updates
- VI. OLD BUSINESS**
  - a) Air Service Updates
  - b) FBO Negotiations
  - c) FAA Grant Updates
- VII. NEW BUSINESS**

Airport Security/Emergency Discussion

  - a) Centurylink Fiber Optic Cable/Internet Issue
  - b) Attempted Kidnapping
  - c) Horizon Airlines Incident
- 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

**JUNE**

<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>
<b>July</b>	24,320	26,448	28,710	33,032	38,883	5,851	17.71%	17.71%
<b>August</b>	23,877	27,374	29,276	33,993	39,352	5,359	15.77%	16.73%
<b>September</b>	21,797	23,466	24,896	29,287	33,346	4,059	13.86%	15.85%
<b>October</b>	21,207	21,796	24,496	29,400	33,285	3,885	13.21%	15.24%
<b>November</b>	20,075	20,405	23,974	27,637	32,741	5,104	18.47%	15.82%
<b>December</b>	22,806	19,988	25,286	27,630	32,847	5,217	18.88%	16.29%
<b>January</b>	20,550	21,225	24,863	25,768	31,362	5,594	21.71%	16.96%
<b>February</b>	17,502	19,357	22,912	25,345	29,753	4,408	17.39%	17.01%
<b>March</b>	21,067	22,469	25,313	29,671	33,456	3,785	12.76%	16.53%
<b>April</b>	19,479	20,986	23,656	26,536	33,352	6,816	25.69%	17.37%
<b>May</b>	21,165	21,901	7,379	29,137	35,338	6,201	21.28%	17.73%
<b>June</b>	24,074	26,148	30,397	32,966	39,865	6,899	20.93%	18.03%
<b>Enplanements</b>	<b>257,919</b>	<b>271,563</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>			
<b>Deplanements</b>	<b>234,961</b>	<b>258,048</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>			
<b>Total Passengers</b>	<b>492,880</b>	<b>529,611</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>			

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>	<b>June 2018</b>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	14.53
<i>Airline Cost Per Enplanement (CPE)</i>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	10.24
<i>Operating Efficiency</i>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	19.21

<b>June</b>						
<b>REVENUES (by Fiscal Year)</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>% Chg</b>	
Passenger Facility Charge	\$ 95,239	\$ 115,050	\$ 124,521	\$ 140,712	13.0%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 52,194	\$ 56,907	9.0%	
Landing Fees	\$ 99,316	\$ 118,598	\$ 123,618	\$ 257,625	108.4%	
Fuel Flowage Fees	\$ 17,187	\$ 19,985	\$ 22,580	\$ 33,264	47.3%	
Fuel (Gallons) Jet A	234,374	273,923	312,658	459,773	47.1%	
Fuel (Gallons) Avgas 100LL	11,161	11,579	9,915	15,424	55.6%	
Fuel Tank Fees	\$ -	\$ 782	\$ 2,786	\$ -	-100.0%	
Space Usage Fees	\$ 47,716	\$ 55,684	\$ 55,642	\$ 98,553	77.1%	
Supplemental Security Fee	\$ 19,287	\$ 21,951	\$ 24,178	\$ 51,852	114.5%	
Parking	\$ 200,302	\$ 234,074	\$ 248,981	\$ 290,119	16.5%	
Rental Cars	\$ 78,366	\$ 93,576	\$ 106,119	\$ 120,793	13.8%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,640	\$ 6,200	\$ 6,200	0.0%	
Concession Commissions	\$ 11,087	\$ 16,407	\$ 16,720	\$ 21,456	28.3%	
General Aviation	\$ 25,442	\$ 32,670	\$ 31,151	\$ 31,833	2.2%	
Forest Service Leases	\$ 58,040	\$ 52,136	\$ 78,840	\$ 89,262	13.2%	
<b>Total Revenues for month:</b>	<b>\$ 657,329</b>	<b>\$ 766,553</b>	<b>\$ 893,530</b>	<b>\$ 1,198,574</b>	<b>34.1%</b>	
<b>Total Operating Cost for month:</b>	<b>\$ 647,783</b>	<b>\$ 633,912</b>	<b>\$ 647,158</b>	<b>\$ 765,897</b>	<b>18.3%</b>	
Cargo (Lbs)	179,224	197,894	222,594	296,780	33.3%	



## Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

**JULY**

<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>
<b>July</b>	26,448	28,710	33,032	38,883	46,153	7,270	18.70%	18.70%
<b>August</b>	27,374	29,276	33,993	39,352				
<b>September</b>	23,466	24,896	29,287	33,346				
<b>October</b>	21,796	24,496	29,400	33,285				
<b>November</b>	20,405	23,974	27,637	32,741				
<b>December</b>	19,988	25,286	27,630	32,847				
<b>January</b>	21,225	24,863	25,768	31,362				
<b>February</b>	19,357	22,912	25,345	29,753				
<b>March</b>	22,469	25,313	29,671	33,456				
<b>April</b>	20,986	23,656	26,536	33,352				
<b>May</b>	21,901	7,379	29,137	35,338				
<b>June</b>	26,148	30,397	32,966	39,865				
<b>Enplanements</b>	<b>271,563</b>	<b>291,158</b>	<b>350,402</b>	<b>413,580</b>	<b>46,153</b>			
<b>Deplanements</b>	<b>258,048</b>	<b>288,478</b>	<b>348,023</b>	<b>411,552</b>	<b>46,173</b>			
<b>Total Passengers</b>	<b>529,611</b>	<b>579,636</b>	<b>698,425</b>	<b>825,132</b>	<b>92,326</b>			

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>	<b>July 2018</b>	
	\$ 15.16	\$ 15.49	\$ 16.22	> \$15.00	\$	13.01
<i>Airline Cost Per Enplanement (CPE)</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 6.13	\$ 6.13	\$ 7.33	< \$7.00	\$	6.93
<i>Operating Efficiency</i>	<b>FY 17/18</b>	<b>FY 17/18</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 17.29	\$ 16.43	\$ 17.79	< \$18.00	\$	4.20

**July**

<b>REVENUES (by Fiscal Year)</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>% Chg</b>
Passenger Facility Charge	\$ 96,886	\$ 110,748	\$ 126,282	\$ 151,430	19.9%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ 63,417	\$ 70,827	11.7%
Landing Fees	\$ 105,580	\$ 113,943	\$ 158,946	\$ 199,743	25.7%
Fuel Flowage Fees	\$ 19,039	\$ 21,368	\$ 31,107	\$ 41,351	32.9%
Fuel (Gallons) Jet A	257,009	296,303	425,610	574,002	34.9%
Fuel (Gallons) Avgas 100LL	14,972	8,952	18,770	16,722	-10.9%
Fuel Tank Fees	\$ -	\$ 660	\$ 8,729	\$ 11,500	31.7%
Space Usage Fees	\$ 54,241	\$ 54,738	\$ 71,072	\$ 74,710	5.1%
Supplemental Security Fee	\$ 20,967	\$ 23,894	\$ 35,054	\$ 45,240	29.1%
Parking	\$ 148,708	\$ 169,210	\$ 195,313	\$ 244,895	25.4%
Rental Cars	\$ 109,542	\$ 119,793	\$ 146,505	\$ 173,743	18.6%
Rental Cars Lot Fees	\$ 5,348	\$ 5,640	\$ 6,200	\$ 6,228	0.5%
Concession Commissions	\$ 13,320	\$ 17,052	\$ 18,806	\$ 24,077	28.0%
General Aviation	\$ 25,736	\$ 30,719	\$ 31,256	\$ 32,109	2.7%
Forest Service Leases	\$ 48,744	\$ 52,136	\$ 70,470	\$ 89,199	26.6%
<b>Total Revenues for month:</b>	<b>\$ 648,109</b>	<b>\$ 719,902</b>	<b>\$ 963,156</b>	<b>\$ 1,165,051</b>	<b>21.0%</b>
<b>Total Operating Cost for month:</b>	<b>\$ 319,091</b>	<b>\$ 351,559</b>	<b>\$ 407,495</b>	<b>\$ 193,858</b>	<b>-52.4%</b>
Cargo (Lbs)	184,178	176,417	248,606	289,578	16.5%



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**Exhibit A**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

**MINUTES**

**May 10, 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, Kelly Coffelt, Phil Henderson (*absent: Rob Berg, David Foote, Justin Livingston, Tim Moor*)

**Youth Ex Officio:** Eric Robert Beal

**City Staff:** Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** Jay Patrick

**Visitors:** Greg Reince, *Century West Engineering*; Jon Hay and Linda Cramer, *Hillsboro Aero Academy*; Larry Hagemeister, *Hagemeister Enterprises Inc.*; Matthew Braun, *Aviano RDM LLC*

**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 5:33 p.m., Thursday, May 10, 2018.

Ms. Prow called the roll and confirmed a quorum of members (5 of 9) was present. Everyone present introduced themselves and their roles.

**II. ANNOUNCEMENTS**

None.

**III. SWEARING IN OF NEW MEMBERS**

Councilor Patrick administered the Oath of Office to new member Phil Henderson. Mr. Henderson is one of the three Deschutes County Commissioners.

**IV. COMMENTS FROM CITIZENS**

None.

**V. APPROVAL OF MINUTES**

**Motion 1** (5/0/0): Mr. Neary moved to approve the minutes of March 22, 2018, as presented. Mr. Centers seconded the motion which passed unanimously.

## VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

### A. Airport Report

Mr. Bass provided Airport Performance Metrics Reports for February and March 2018 and a PowerPoint presentation.

**Quick Updates:** Year-over-year enplanements showed a 12% increase: 3% in March and 9% in April. The flight school now has 85 students. Annual TSA (Transportation Security Administration) and FAA (Federal Aviation Administration) Part 139 inspections are taking place in May-June 2018. Due to summer traffic patterns and the Airport's growth, passengers need to arrive 1.5-2 hours before early morning (5:30-6:30 a.m.) flights as 5-6 flights are leaving in a 20-minute window around 6 a.m.

**FAA Issues:** The FAA is implementing new "pen and ink" policies that require the Airport to add planning review, environmental review, and an air space study to new infrastructure projects. He discussed impacts of these new rules on Airport projects. This change will expand a two-month process into a five-to-six-month process. Redmond Airport is working with other regional airports to push back these onerous requirements. Airport staff are also reaching out to the Oregon Department of Aviation, Airport Managers Association, and Airplane Owners and Pilots Association. A big concern is the delay caused for adding another fuel tank with the summer fire season coming up.

**Projects:** *Completed* – changing to aircraft pushback added 1 spot (total 9). *Underway* – Runway 11-29 reconstruction (February-October 2018, impact on general aviation tenants), parking expansion (summer 2018), security office buildout (design scope to convert old restaurant space into new temporary security office plus a training room and janitorial closet), and FBO (fixed-base operator) contract renegotiation. *New* – Terminal ramp extension (design complete, awaiting FAA approval, Request for Proposals going out June 7, contractor to start spring 2019), Quick Turnaround rental car facility (site analysis done), new snow removal equipment building (scope complete for the FAA, start in 2020), and hold room expansion (2020).

### B. Budget Update

Mr. Bass presented (PowerPoint) Fiscal Year (FY) 2015-2016 Actual, FY 2016-2017 Actual, FY 2017-2018 Budget, and FY 2018-2019 Budget figures. He reviewed revenue and expense items for the Terminal, Airfield, General Operations, and Capital Projects and discussed impacts of the Airport's growth on the budget. Council will review the Budget Committee-approved budget for FY 2018-2019 on Tuesday, June 12, 2018.

Committee concerns included budget structure, remaining amount owed on the terminal, and security needs.

### C. Engineer's Lesson: FAA Grant Assurances

Mr. LeLacheur said airports are user-funded systems. He discussed (PowerPoint) the importance of grants for airport improvement programs (opportunities), what grant funds can cover, and impact of grant assurances (obligations).

Committee members asked about the impact of grants on Airport Master Plan projects and source of funds for airport improvement programs.

### D. Hillsboro Aero Academy

Mr. Hay discussed (PowerPoint) Hillsboro Aero Academy operations at Redmond Airport. His summary included a company overview, accreditation, partners and customers, student demographics, equipment fleet (66 single-engine and 17 multi-engine airplanes,

20 helicopters), campus locations (Hillsboro, North Las Vegas, Redmond, Troutdale), and Redmond growth plans (students, aircraft, employees).

Committee interests included avionics setup, training length and cost, graduation rate, and ratings earned.

Ms. Cramer, Redmond Campus Manager, invited committee members and visitors to tour the academy.

Mr. Bass outlined benefits to the Redmond economy.

**VII. OLD BUSINESS**

A. Air Service Updates

Mr. Bass discussed changes in air service:

- **Alaska Airlines** will add a 737-800 daily mainline service to Seattle (SEA) starting July 6, 2018. Airport staff will monitor load factors closely.
- **Allegiant Air** has said Redmond is one of the top destinations it wants to add service to; however, it has not yet responded to the information Redmond provided earlier this year.
- **United Airlines** is starting a new service to Los Angeles (LAX) in June 2018.

**VIII. NEW BUSINESS**

A. Lease Policy Amendment

Mr. Bass summarized the background of the Airport's current lease policy. He outlined pros and cons of making Redmond's current lease policy more business-friendly by allowing transferability of leases under certain conditions.

Following discussion about the importance to Redmond of being business-friendly, committee members agreed by consensus with the proposed amendments.

**IX. COMMITTEE MEMBER COMMENTS**

Mr. Neary asked about the noise level on approach from 737 aircraft. Mr. LeLacheur said 737s had to stay on Runway 5-23 due to load requirements. Noise levels were no worse than with other aircraft used by Alaska Airlines. Mr. Bass reported the Airport's noise study done for its 20-year master plan did not indicate a noise problem with 737 and similar aircraft.

Next Airport Advisory Committee meeting: Thursday, July 12, 2018, 5:30 p.m.

**X. ADJOURN**

With no further business, Chair Sande adjourned the meeting at 6:50 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



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**Exhibit B**

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE**

**MINUTES**

**July 12, 2018**

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

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

**Youth Ex Officio Absent:** Eric Robert Beal

**City Staff:** Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Cameron Prow, *TYPE-Write II*

**City Council Liaisons:** Jay Patrick, George Endicott

**Visitors:** Cory Kesler, *Morrison Maierle*; Garry Finley; Matthew Braun, *Aviano, Inc.*; Thomas Headley III, *Century West Engineering*; Victor Walco, *LifeFlight*

**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 5:32 p.m., Thursday, July 12, 2018.

Ms. Prow called the roll and confirmed the lack of a quorum of members (3 of 8). Mr. Henderson arrived at 5:39 p.m., increasing the number of members present (4 of 8) which still did not constitute a quorum.

**II. ANNOUNCEMENTS**

Chair Sande reported the passing of Committee Member David Foote on June 9, 2018. Mr. Bass acknowledged Mr. Foote's contributions, including his assistance in setting up many of the Airport's rules and regulations and assisting with lease policies. He will be missed.

Mr. Bass requested assistance in recruiting new committee members; potential new members should contact him.

**III. COMMENTS FROM CITIZENS**

None.

#### IV. APPROVAL OF MINUTES

##### A. May 10, 2018

Due to lack of a quorum, Chair Sande postponed approval of the May 10, 2018, minutes to the September 2018 meeting.

#### VI. OLD BUSINESS

##### A. Air Service Update (737-800)

Mr. Bass said Alaska Airlines' first daily flight to Seattle (SEA) on a 737-800 started July 6. Each daily flight arrives at 1:40 p.m. and leaves at 2:30 p.m. Loads have been averaging 70-75% full. United Airlines' new Los Angeles (LAX) service is underway.

#### V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

##### A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for April and May 2018. The June numbers are being audited to verify their accuracy. *(Staff e-mailed corrected June 2018 figures to members on July 13: Enplanements: 39,865, up 20.93% from 32,966 in June 2017; Deplanements: 40,816 up 19.37% from 34,194 in June 2017).*

**Quick Updates:** Year-over-year enplanements showed a 12% increase. All airlines renewed their agreements for another five years. The two-day Governor's Resiliency Assessment of the airfield, regarding readiness to deal with a potential Cascadia event, will start next week. Mr. Bass will send an agenda to the Airport Committee. Redmond Airport passed its annual TSA (Transportation Security Administration) and FAA (Federal Aviation Administration) Part 139 inspections, which means the Airport can continue providing commercial service. Two small things noted have already been fixed. Due to one of the X-ray machines being down for a week and summer traffic patterns, passengers need to arrive earlier than usual for outgoing flights.

##### **Projects:**

- Runway 11-29 Reconstruction (\$11 million) – multiple phases, 50% done, expected to finish on schedule.
- Parking (\$2 million) – main lot at 70% capacity, solution needs to satisfy FAA and Airport.
- Commercial Ramp Extension (\$7.2 million) – Council approved FAA grant application, bid award July 31, starting spring 2019, multiple phases, no service disruption expected.
- Rental Car Quick Turnaround Facility (\$6.5 million) – site selected, design and funding underway, starting summer 2019.
- Snow Removal Equipment Building (projected at \$11.5 million) – scope of work completed, seeking an FAA grant.
- New Jet-A Fuel Tank (\$140,000) – adding a third 20,000-gallon tank. The FBO (Fixed Base Operator) will add one 25,000-gallon tank.
- Security Buildout (\$200,000) – convert old restaurant to security office, conference rooms, janitorial space, and potential expansion area for other retail uses.

Committee concerns included how Redmond Airport's parking fees compared to those at similar-sized Northwest airports.

##### B. FEMA Assessment Review Draft

Mr. Bass said feedback from the Federal Emergency Management Association (FEMA) indicated the Airport's status was "Good" (able to perform) in eight categories. He asked committee members to contact him if they wanted the full report.



**VII. NEW BUSINESS**

A. FBO Negotiations

Mr. Bass discussed the background and services the current Fixed Base Operator, Leading Edge Jet Center, provides under its five-year lease and changes proposed for the next lease. His summary covered Airport goals, terms, FBO contributions, conceptual design of a new larger hangar, rent, return on investment, and Airport contributions. *Next steps:* prepare a draft lease, survey lease boundaries, and submit the draft lease for FAA review.

Committee comments about the proposed new FBO lease terms were generally positive.

B. Airport-Owned GA Space

Mr. Bass discussed how the Airport planned to address concerns of general aviation (GA) pilots and the pilots' association about an alternative to FBO services.

C. Regional Emergency Training Center

Mr. Bass and Mr. LeLacheur discussed a concept for development and management of a new regional emergency training center. The University of Oregon has done a viability assessment to identify the need in this area. A business model has not yet been determined. *Next step:* apply for funding to do an in-depth business study and explore potential sites. COCC (Central Oregon Community College) is very interested in helping with the training.

Mr. Moor expressed his support for this project as a great opportunity for Redmond to be involved in developing a new revenue source.

**III. COMMENTS FROM CITIZENS**

Mr. Braun said he and his parents operated retail and food-and-beverage concessions at Redmond Airport. They have hired *King Retail Solutions*, one of the top design firms in the country, to assist them in expanding the retail space outside the security area. This firm is experienced in airport retail from its work with Portland International Airport (PDX) and has remodeled two stores for his family in Eugene, Oregon. Sales volume at their Eugene stores is running 30% over 2017.

Mr. Bass said *Aviano, Inc.*, was doing a great job for the Airport. Ms. Shaw said complaints about the Airport's food-and-beverage and gift shop areas were rare.

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. Moor said the July meeting was informative.

Next Airport Advisory Committee meeting: Thursday, September 14, 2018, 5:30 p.m. *Tentative agenda:* consider a proposal to increase parking fees.

**IX. ADJOURN**

With no further business, Chair Sande adjourned the meeting at 6:23 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