



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, March 10, 2016

5:30 PM

COMMITTEE MEMBERS

Marc Henegar
Chairman

Eric Sande
Vice Chairman

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Doug Knight
Member

Tim Moor
Member

Sean Neary
Member

Vacant
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) Meeting Minutes – January 14, 2016

Exhibit 1

V. NEW BUSINESS

- a) Sustainable Cities Initiative - Landscape Architecture Final Projects

VI. COMMITTEE MEMBER COMMENTS

VII. 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.



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

January 14, 2016

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

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

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: George Endicott, *Mayor*; Joe Roshak and Thomas Headley III, *Century West Engineering*; Stan Clark; Garry Finley

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

I. CALL TO ORDER

Vice-Chair Sande called the meeting to order at 5:35 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (7 of 9) was present. Mr. Knight attended via telephone. Mr. Coffelt arrived at 5:48 p.m. after approval of the minutes.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Clark reported sharing six concerns about the Airport Rules & Regulations at City Council but receiving feedback on only one of those. Mr. Bass responded that all of Mr. Clark's concerns were considered and said he would forward the results of that consideration to Mr. Clark.

IV. APPROVAL OF MINUTES

Motion 1 (7/0/0): Mr. Foote moved to approve the minutes of November 12, 2015. Mr. Berg seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Redmond City Manager Brief

Mr. Witcosky presented a press release (to be issued on January 15, 2016) regarding the City's hiring of Mr. Bass as the new Airport Director. He commended the executive team for its performance since departure of the last airport director in summer 2015.

Mr. Bass said he was excited about this opportunity and that the Airport had a great team.

Mr. Moor commended Mr. Witcosky for his handling of change in Airport leadership.

Mr. Centers, Mr. Foote, Mr. Knight, and Mr. Moor congratulated Mr. Bass on his promotion and expressed their support.

B. Airport Report

Mr. Bass thanked Airport staff for their support during the transition and their willingness to take on tasks not normally part of their duties. He outlined his management philosophy regarding internal and external staff (consultants). Included in his PowerPoint presentation and discussion were Airport Committee roles (advisory, involved with major strategic decisions, ambassadors), short- and long-term project updates, airport performance metrics, continuing growth, and financial status. Significant revenue from advertising is expected in 2016 due to increased opportunity and fee schedule adjustments. Based on statistics for calendar years 2014 and 2015 and performance metrics for November 2015, Mr. Bass said the Airport was “looking good.” He reviewed the results of a survey sent out in December 2015 to which over 1,000 responded within 2 weeks; 67% of respondents reported getting their information from the Airport’s website.

Mayor Endicott stated the Airport Director had the authority to negotiate with advertisers on custom advertising.

Airlines Update: Mr. Bass reported that *American Airlines* made its LAX (Los Angeles) flight year-round with an increase in the plane size. *Alaska Airlines* added a 5th Seattle flight for summer 2016 and plans to bring back an additional seasonal Portland flight in 2016. *Sky West* will add two new San Francisco (United Airlines) flights for summer 2016. No news yet on a proposed new connection to Phoenix, Arizona. The Boise direct-flight business survey went out but no results are in.

Committee members clarified their understanding of Airport plans and projects. Additional concerns included the Airport’s marketing consultants (Central Oregon Visitors Association, Sustainable Cities Initiative [SCI] Program students, in-house staff), aligning debt schedules with life expectancy of leased facilities, and refinancing options on the Terminal 1 loan.

VI. OLD BUSINESS

A. Airport Economic Development Plan

Mr. Centers reviewed his written notes which included concepts such as formalizing the economic impact of the Airport on the Redmond community and Central Oregon region, passenger experience, and development of Airport land. He discussed the value of using both quantitative and qualitative approaches.

Committee concerns included data resources (Oregon Aviation Department, Economic Development for Central Oregon), how to best leverage the Airport in activities other than commercial air service, tying development strategies to profit centers, using surveys as passenger feedback tools, and developing an action plan as the next step. Following discussion, committee members agreed by consensus with Mr. Centers’ view of the direction to pursue.

B. COIDC Design

Mr. Bass said this concern was addressed in his report under Agenda Item V.B.

VII. NEW BUSINESS

A. Election of 2016 Officers

Vice-Chair Sande invited nominations for **Chair** for calendar year 2016. Mr. Neary nominated Mr. Henegar to serve as Chair for 2016.

Motion 2 (7/0/0): Mr. Foote moved to close the nominations and elect Mr. Henegar as Chair for 2016. Mr. Neary seconded the motion which passed unanimously.

Vice-Chair Sande invited nominations for **Vice-Chair** for calendar year 2016. Mr. Foote nominated Mr. Sande to serve as Vice-Chair for 2016.

Motion 3 (7/0/0): Mr. Foote moved to close the nominations and elect Mr. Sande as Vice-Chair for 2016. Mr. Berg seconded the motion which passed unanimously.

B. Sustainable Cities Initiative Planning

Landscape Architecture: Mr. Centers reported an assistant professor and about a dozen first-year graduate students visited the Airport. Staff showed them Airport property inside and outside the security fence that could benefit from a better landscape design. The students were conceptually enthusiastic about the challenge to design low-bird/low-water landscapes. Mr. Bass expressed interest in development of a theme for Airport landscaping. Mr. Sande recommended the students provide a list of trees, which could be removed over time.

Marketing/Advertising: Mr. Bass said five graduate students visited the Airport and will put together a kit on everything the Airport could do and offer people. Ms. Honn outlined the students' schedule which will include two more visits: one mid-term and a final one before the Airport Committee.

Mayor Endicott encouraged thoughtful responses to the student presentations, since part of the students' grades will be based on feedback they receive from committee members.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Foote stated he wanted the Airport Committee to review the annual budget prior to staff's presenting it to City Council.

Mr. Coffelt apologized for arriving late and congratulated Mr. Bass on his new position.

Vice-Chair Sande offered assistance and support by staff and members of the Redmond Chamber of Commerce.

Mayor Endicott endorsed the Chamber as a good resource when the Airport gets closer in time to the temporary closure in May 2016.

Mr. Berg asked, on behalf of Bend Airport Director Gary Judd, what types of traffic or operations would shift to the Bend Airport during Redmond Airport's 21-day May 2016 closure. Ms. Honn said staff expectations were that only small cargo flights would shift to the Bend Airport. He recommended staff update Mr. Judd on the Airport's plans to handle the temporary closure. Mr. Berg reported the Madras Airport received approval for an irrigated grass runway. Construction of the 75-foot by 5,000 feet grass runway has started and should be done by late summer 2016. Madras Airport will also break ground this month for an \$18.5 million project for Daimler.

Mr. Knight thanked members for allowing him to attend the meeting via telephone.

Mr. Bass said staff would send the PowerPoint for this meeting to Mr. Knight.

IX. ADJOURN

Next meeting: Thursday, February 11, 2016, 5:30 p.m.

With no further business, Vice-Chair Sande adjourned the meeting at 6:41 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2016.

ATTEST:

Marc Henegar
Chair

Zachary Bass
Airport Director