



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, November 10, 2016
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Doug Knight
Vice Chairman

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Tim Moor
Member

Sean Neary
Member

Vacant
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 – October 13, 2016

Exhibit 1

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Report
b) Airport Master Plan Overview – Mead & Hunt

VI. OLD BUSINESS

- a) TNCs
b) Airport Committee Meeting Schedule

VII. NEW BUSINESS

- a) Ground Transportation Operating Agreement and Fees

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

SEPTEMBER

<i>Passengers</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,812	24,320	26,448	28,710	33,032	4,322	15.1%	15.1%
August	24,210	23,877	27,374	29,276	33,993	4,717	16.1%	15.6%
September	19,686	21,797	23,466	24,896	29,287	4,391	17.6%	16.8%
October	18,943	21,207	21,796	24,496				
November	18,192	20,075	20,405	23,974				
December	18,885	22,806	19,988	25,286				
January	18,194	20,550	21,225	24,863				
February	16,469	17,502	19,357	22,912				
March	18,926	21,067	22,469	25,313				
April	17,561	19,479	20,986	23,656				
May	18,398	21,165	21,901	7,379				
June	21,024	24,074	26,148	30,397				
Enplanements	235,300	257,919	271,563	291,158	96,312	(194,846)		
Deplanements	241,200	234,961	258,048	288,478	95,004	(193,474)		
Total Passengers	476,500	492,880	529,611	579,636	191,316	(388,320)		

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Sept. 2016</i>
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 14.96
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$ 5.66
<i>Operating Efficiency</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$ 14.38

September

REVENUES (by Fiscal Year)	2013/14	2014/15	2015/16	2016/17	% Chg
Passenger Facility Charge	\$ 79,407	\$ 84,920	\$ 94,156	\$ 110,204	17.0%
Landing Fees	\$ 82,932	\$ 69,038	\$ 77,557	\$ 95,730	23.4%
Fuel Flowage Fees	\$ 13,525	\$ 13,137	\$ 12,848	\$ 16,606	29.3%
Fuel (Gallons) Jet A	182,947	181,909	178,263	229,361	28.7%
Fuel (Gallons) Avgas 100LL	10,274	5,759	5,275	7,874	49.3%
Fuel Tank Fees	\$ -	\$ -	\$ 248	\$ 1,729	597.8%
Space Usage Fees	\$ 53,226	\$ 43,813	\$ 46,970	\$ 49,342	5.1%
Supplemental Security Fee	\$ 5,320	\$ 16,523	\$ 17,693	\$ 20,765	17.4%
Parking	\$ 145,194	\$ 174,886	\$ 188,195	\$ 211,764	12.5%
Rental Cars	\$ 65,997	\$ 75,349	\$ 90,127	\$ 96,625	7.2%
Rental Cars Lot Fees	\$ 6,170	\$ 5,348	\$ 5,348	\$ 5,689	6.4%
Concession Commissions	\$ 9,486	\$ 9,728	\$ 10,528	\$ 13,769	30.8%
General Aviation	\$ 28,477	\$ 25,248	\$ 30,402	\$ 30,892	1.6%
Forest Service Leases	\$ 38,194	\$ 51,549	\$ 51,819	\$ 52,136	0.6%
Total Revenues for month:	\$ 527,930	\$ 569,539	\$ 625,890	\$ 705,251	12.7%
Total Operating Cost for month:	\$ 337,226	\$ 330,296	\$ 337,261	\$ 421,146	24.9%
Cargo (Lbs)	164,557	165,662	171,623	180,365	5.1%



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

October 13, 2016

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

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

Youth Ex Officio: Vacant

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

City Council Liaison: None

Visitors: Kyle Bonnet, *Century West Engineering*; Garry Finley; David Kingston, *Brasada Ranch*; Fred LaLacheur, *Morrison Maierle* (engineer-of-record); Don Lee, *NW Commercial*; Stan Clark

Media: None

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

I. **CALL TO ORDER – ROLL CALL**

Vice-Chair Sande called the meeting to order at 5:30 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present.

II. **ANNOUNCEMENTS**

None.

III. **COMMENTS FROM CITIZENS**

Mr. Clark reported hand-delivering a letter on March 3, 2016, asking for a waiver and some designations, and asked when it would be answered. Topics covered in the letter included Airport parking, washing the airplane, driving regulations, and fueling. Mr. Bass said he would check.

IV. **APPROVAL OF MINUTES**

Motion 1 (5/0/0): Mr. Knight moved to approve the minutes of June 9, 2016. Mr. Neary seconded the motion which passed unanimously.

Motion 2 (4/0/1): Mr. Coffelt moved to approve the minutes of July 14, 2016. Mr. Sande seconded the motion which passed with Mr. Coffelt and Mr. Sande voting in favor, none opposed, and Mr. Knight, Mr. Moor, and Mr. Neary abstaining due to their absence from the July 14 meeting.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass said Mayor Endicott was not present due to his receiving the Public Works Association Award for Oregon for transportation projects between \$5 million and \$25 million (5-23 reconstruction). This project will compete nationally in the next few months.

Mr. Bass presented the Airport Performance Metrics Report. His summary of activities (PowerPoint) since the July meeting included the Airport's fairly steady growth (1996-2016), staffing changes, update on grants and projects, car rental contracts and customer facility charges, and master plan progress. He credited the Task Force for the Airport's generating record-setting enplanements in June, July, and August 2016 after the Airport's temporary closure in May. September enplanements, though down a little as usual, were still up 15% over 2015. Runway 5-23 is expected to be operational again by October 23, 2016. Taxiway B reconstruction will start in spring 2017. The Airport hosted Western Regional Airport Property Managers (WRAPM) last week, a joint effort with the City of Bend and Oregon Department of Aviation. Advertising revenue was up 6% over 2015 due to digital signs. The Airport renegotiated its 20-year lease with the U.S. Forest Service to cover unexpected cost increases in building the new Central Oregon Interagency Dispatch Center.

Ms. Honn discussed the value of contacts made at the annual WRAPM meeting attended by about 50 people from surrounding states including Alaska, Arizona, Colorado, and Hawaii.

Committee concerns included the value of the WRAPM meeting and if Airport Committee members could attend the next one.

Mr. LaLacheur reviewed (PowerPoint) design considerations for rehabilitation of Runway 11-29 including runway grades, safety area grades, storm drainage, taxiway geometry, and pavement strength.

Committee members asked about construction details, FAA (Federal Aviation Administration) regulations for elevations, and eligibility of this runway for FAA funding.

VI. OLD BUSINESS

A. Car Rental RFP

Mr. Bass summarized the background. Council approved the new contract with two one-year extensions and the customer facility charge (CFC), both of which started on October 1, 2016. He reviewed rental car revenue budgeted for fiscal year (FY) 2016-2017 and expected through FY 2020-2021. There is room for a fifth rental agency, but the only successful bidders were the existing four agencies. The \$3 CFC per car/per day will help raise funds for a consolidated rental car facility (carwash, cleaning bays, fuel). The rental agencies are passing this CFC to their customers. Construction of the rental car facility is expected to start in late 2018/early 2019.

Committee members discussed CFCs at other Oregon airports (Bend, Eugene, Klamath Falls, Medford, Portland).

B. Master Plan Update

Ms. Honn reported (PowerPoint) the City selected Mead & Hunt, working with Century West, to develop a 20-year master plan. She summarized the 3-phase process including outreach which is expected to take about two years. The first meeting of a 12-member planning advisory committee (PAC) will be in late October 2016. Mr. Coffelt and Chair Sande, representing Prineville Airport and the Redmond Chamber of Commerce, respectively, will serve as liaisons to the Airport Committee on this process. Staff will provide an update at each Airport Committee meeting.

Vice-Chair Sande said he was impressed by the volume of projects and number of grants the Airport has undertaken.

Mr. Bass said annual meetings at airline headquarters will start in November 2016.

Mr. Lee asked when the current master plan was adopted. Ms. Honn explained the relationship between the 20-year master plan (updated in 2005), rolling 5-year capital improvement plan, and airport layout plan (updated in 2013).

VII. NEW BUSINESS

A. Election of Chair/Vice-Chair

Motion 3 (5/0/0): Mr. Knight moved to nominate Mr. Sande to serve as Chair for the rest of 2016. Mr. Coffelt seconded the motion which passed unanimously.

Motion 4 (5/0/0): Mr. Knight moved to nominate himself to serve as Vice-Chair for the rest of 2016. Mr. Moor seconded the motion which passed unanimously.

B. TNCs

Mr. Bass presented a handout from Uber and explained how the City of Redmond is responding to this challenge to the traditional ground transportation system. He discussed the opportunity presented to improve the level of customer service provided by all transportation network companies in the City and on Airport property.

Committee discussion covered great service long overdue, level playing field for all transportation network companies (permits/licenses, insurance, background checks, training), and the Airport's need to stay current with technology.

VIII. COMMITTEE MEMBER COMMENTS

Chair Sande highlighted quorum challenges with the current monthly meeting schedule. Following discussion, members generally agreed that bimonthly meetings in odd-numbered months would be more productive. Mr. Bass said he would research meeting requirements.

Mr. Moor announced the FAA tri-annual disaster drill on October 14, 2016, at Deschutes County Fairgrounds. He summarized the planned activities and said he was coordinating with other emergency service agencies and hospitals. About 80 students from Central Oregon high schools will assist in this exercise.

Next meeting: Thursday, November 10, 2016, 5:30 p.m.

IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:34 p.m.

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

ATTEST:

Chair

Zachary Bass
Airport Director