



Redmond Municipal Airport-Roberts Field  
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## AIRPORT COMMITTEE

Thursday, January 12, 2017  
5:30 PM

### COMMITTEE MEMBERS

Eric Sande  
*Chairman*

Vacant  
*Vice Chairman*

Rob Berg  
*Member*

Ross Centers  
*Member*

Kelly Coffelt  
*Member*

David Foote  
*Member*

Trish Jorgenson  
*Member*

Tim Moor  
*Member*

Sean Neary  
*Member*

Auna Pendergrass  
*Youth Ex Officio*

Jay Patrick  
*Council Liaison*

George Endicott  
*Alternate Council Liaison*

### MEETING AGENDA

#### I. CALL TO ORDER/ROLL CALL

#### II. ANNOUNCEMENTS

- a) Kelly Coffelt reappointed by Crook County until 2020
- b) Introduction of new committee members
  - 1) Trish Jorgenson (Deschutes County)
  - 2) Auna Pendergrass (Youth Ex Officio)

#### III. COMMENTS FROM CITIZENS

#### IV. APPROVAL OF MINUTES

- a) Meeting Minutes – November 10, 2016

Exhibit 1

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

- a) Airport Report
- b) Snow Report

#### VI. OLD BUSINESS

- a) CFCs
- b) Ground Transportation Operating Agreement and Fees

#### VII. NEW BUSINESS

- c) Election of 2017 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](mailto: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

**OCTOBER**

<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>
<b>July</b>	24,812	24,320	26,448	28,710	33,032	4,322	15.05%	15.05%
<b>August</b>	24,210	23,877	27,374	29,276	33,993	4,717	16.11%	15.59%
<b>September</b>	19,686	21,797	23,466	24,896	29,287	4,391	17.64%	16.20%
<b>October</b>	18,943	21,207	21,796	24,496	29,400	4,904	20.02%	17.07%
<b>November</b>	18,192	20,075	20,405	23,974				
<b>December</b>	18,885	22,806	19,988	25,286				
<b>January</b>	18,194	20,550	21,225	24,863				
<b>February</b>	16,469	17,502	19,357	22,912				
<b>March</b>	18,926	21,067	22,469	25,313				
<b>April</b>	17,561	19,479	20,986	23,656				
<b>May</b>	18,398	21,165	21,901	7,379				
<b>June</b>	21,024	24,074	26,148	30,397				
<b>Enplanements</b>	<b>235,300</b>	<b>257,919</b>	<b>271,563</b>	<b>291,158</b>	<b>125,712</b>	<b>(165,446)</b>		
<b>Deplanements</b>	<b>241,200</b>	<b>234,961</b>	<b>258,048</b>	<b>288,478</b>	<b>123,516</b>	<b>(164,962)</b>		
<b>Total Passengers</b>	<b>476,500</b>	<b>492,880</b>	<b>529,611</b>	<b>579,636</b>	<b>249,228</b>	<b>(330,408)</b>		

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<i>FY 15/16</i>	<i>FY 16/17</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Oct. 2016</i>	
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 15.86	
<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	\$ 5.72	
<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	\$ 14.78	

<b>October</b>						
<b>REVENUES (by Fiscal Year)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>% Chg</b>	
Passenger Facility Charge	\$ 83,252	\$ 82,603	\$ 92,528	\$ 82,715	-10.6%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 35,295	0.0%	
Landing Fees	\$ 81,507	\$ 64,402	\$ 81,268	\$ 97,622	20.1%	
Fuel Flowage Fees	\$ 12,738	\$ 10,838	\$ 13,383	\$ 15,985	19.4%	
Fuel (Gallons) Jet A	176,305	151,853	186,651	224,498	20.3%	
Fuel (Gallons) Avgas 100LL	5,660	2,970	4,539	3,857	-15.0%	
Fuel Tank Fees	\$ -	\$ -	\$ 256	\$ 1,701	564.9%	
Space Usage Fees	\$ 53,045	\$ 41,121	\$ 46,454	\$ 49,664	6.9%	
Supplemental Security Fee	\$ -	\$ 15,950	\$ 17,445	\$ 20,848	19.5%	
Parking	\$ 201,569	\$ 197,900	\$ 215,712	\$ 251,137	16.4%	
Rental Cars	\$ 48,953	\$ 53,509	\$ 55,122	\$ 77,053	39.8%	
Rental Cars Lot Fees	\$ 5,415	\$ 5,348	\$ 5,348	\$ 6,200	15.9%	
Concession Commissions	\$ 8,692	\$ 8,787	\$ 9,760	\$ 13,990	43.3%	
General Aviation	\$ 30,530	\$ 26,099	\$ 31,578	\$ 31,729	0.5%	
Forest Service Leases	\$ 38,194	\$ 66,906	\$ 51,847	\$ 52,136	0.6%	
<b>Total Revenues for month:</b>	<b>\$ 563,896</b>	<b>\$ 573,461</b>	<b>\$ 620,700</b>	<b>\$ 736,074</b>	<b>18.6%</b>	
<b>Total Operating Cost for month:</b>	<b>\$ 346,381</b>	<b>\$ 344,800</b>	<b>\$ 434,861</b>	<b>\$ 434,500</b>	<b>-0.1%</b>	
Cargo (Lbs)	173,101	179,444	167,304	165,719	-0.9%	



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

### NOVEMBER

<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>
<b>July</b>	24,812	24,320	26,448	28,710	33,032	4,322	15.05%	15.05%
<b>August</b>	24,210	23,877	27,374	29,276	33,993	4,717	16.11%	15.59%
<b>September</b>	19,686	21,797	23,466	24,896	29,287	4,391	17.64%	16.20%
<b>October</b>	18,943	21,207	21,796	24,496	29,400	4,904	20.02%	17.07%
<b>November</b>	18,192	20,075	20,405	23,974	27,637	3,663	15.28%	16.75%
<b>December</b>	18,885	22,806	19,988	25,286				
<b>January</b>	18,194	20,550	21,225	24,863				
<b>February</b>	16,469	17,502	19,357	22,912				
<b>March</b>	18,926	21,067	22,469	25,313				
<b>April</b>	17,561	19,479	20,986	23,656				
<b>May</b>	18,398	21,165	21,901	7,379				
<b>June</b>	21,024	24,074	26,148	30,397				
<b>Enplanements</b>	<b>235,300</b>	<b>257,919</b>	<b>271,563</b>	<b>291,158</b>	<b>153,349</b>	<b>(137,809)</b>		
<b>Deplanements</b>	<b>241,200</b>	<b>234,961</b>	<b>258,048</b>	<b>288,478</b>	<b>150,948</b>	<b>(137,530)</b>		
<b>Total Passengers</b>	<b>476,500</b>	<b>492,880</b>	<b>529,611</b>	<b>579,636</b>	<b>304,297</b>	<b>(275,339)</b>		

<b>KEY METRICS</b>						
<i>Revenue Per Enplanement</i>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>	<b>Nov. 2016</b>	
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 17.33	
<i>Airline Cost Per Enplanement (CPE)</i>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$ 5.87	
<i>Operating Efficiency</i>	<b>FY 15/16</b>	<b>FY 16/17</b>	<b>Benchmark</b>	<b>Goal</b>		
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$ 13.38	

<b>November</b>						
<b>REVENUES (by Fiscal Year)</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>% Chg</b>	
Passenger Facility Charge	\$ 67,918	\$ 71,611	\$ 83,470	\$ 99,822	19.6%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 30,669	0.0%	
Landing Fees	\$ 85,909	\$ 62,600	\$ 73,202	\$ 94,891	29.6%	
Fuel Flowage Fees	\$ 11,469	\$ 9,871	\$ 12,481	\$ 15,393	23.3%	
Fuel (Gallons) Jet A	161,921	138,758	175,160	216,259	23.5%	
Fuel (Gallons) Avgas 100LL	1,916	2,256	3,137	3,637	15.9%	
Fuel Tank Fees		\$ -	\$ 64	\$ 1,426	2125.3%	
Space Usage Fees	\$ 51,527	\$ 39,138	\$ 45,545	\$ 47,541	4.4%	
Supplemental Security Fee	\$ -	\$ 14,944	\$ 17,009	\$ 19,825	16.6%	
Parking	\$ 152,809	\$ 157,593	\$ 212,433	\$ 263,770	24.2%	
Rental Cars	\$ 36,108	\$ 51,456	\$ 56,855	\$ 66,068	16.2%	
Rental Cars Lot Fees	\$ 5,280	\$ 5,348	\$ 5,348	\$ 6,200	15.9%	
Concession Commissions	\$ 7,801	\$ 7,885	\$ 10,651	\$ 12,374	16.2%	
General Aviation	\$ 29,780	\$ 26,569	\$ 31,259	\$ 31,378	0.4%	
Forest Service Leases	\$ 38,194	\$ 66,906	\$ 51,847	\$ 52,046	0.4%	
<b>Total Revenues for month:</b>	<b>\$ 486,797</b>	<b>\$ 513,920</b>	<b>\$ 600,163</b>	<b>\$ 741,403</b>	<b>23.5%</b>	
<b>Total Operating Cost for month:</b>	<b>\$ 404,782</b>	<b>\$ 319,189</b>	<b>\$ 328,700</b>	<b>\$ 369,685</b>	<b>12.5%</b>	
Cargo (Lbs)	178,320	147,520	145,061	179,898	24.0%	



**Redmond Municipal Airport-Roberts Field**

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**EXHIBIT 1  
REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE  
MINUTES**

**November 10, 2016**

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

**Committee Members Present:** Chair Eric Sande, Rob Berg, Kelly Coffelt, David Foote, Sean Neary  
(absent: Ross Centers, Doug Knight, Tim Moor; 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:** George Endicott, *Mayor*

**Visitors:** Thomas Headley III and Joe Roshak, *Century West Engineering*; Mitch Hooper, *Mead & Hunt*;  
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 – ROLL CALL**

Chair Sande called the meeting to order at 5:32 p.m.

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

**II. ANNOUNCEMENTS**

Mayor Endicott reported that Mr. Knight lost his Bend City Council seat in the November 8, 2016, election. He suggested that City Manager Keith Witcosky contact the Bend City Manager regarding replacement of the Bend representative.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

**Motion 1** (5/0/0): Mr. Foote moved to approve the minutes of October 13, 2016. Mr. Neary seconded the motion which passed unanimously.

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

A. Airport Report

Mr. Bass discussed (PowerPoint) the Airport's continued growth, FAA (Federal Aviation Administration) capital improvement plan for 2017 through 2022, projects update, and ground transportation. The Airport Performance Metrics Report for September 2016 showed a 17.6% increase in number of passengers from a year ago. Passenger numbers are expected to increase another 17% in October 2016. Most of this increase is coming from extra flights. On November 14, 2016, the FAA will conduct flight tests of Runway 5-23 and the ILS

(Instrument Landing System) should be available by the end of next week. Taxiway B reconstruction is expected to start in spring 2017; funding of this project will not require taxpayer dollars. Construction of the new COIDC (Central Oregon Interagency Dispatch Center) has started. He and Ms. Honn will begin the annual headquarter visits soon.

Mayor Endicott reported a good turnout from the 76 middle school and high school students who participated in the FAA triennial drill.

Ms. Honn reported some delays and cancellations with American Airlines over the last month or so due to the Redmond station general manager leaving. These issues have been mostly resolved. Load factors in summer 2016 for the Phoenix (Arizona) flight were running in the low 80s and jumped into the high 80s for September 2016.

Committee suggestions included using an independent proctor for the next FAA triennial drill and comparing Redmond Airport growth patterns with those of other Oregon airports.

**B. Airport Master Plan Overview – Mead & Hunt**

Mr. Hooper, project manager, discussed (PowerPoint) the project team, community vision development (stakeholder coordination and public outreach), focus areas, process timeline, and Airport Committee involvement. The Planning Advisory Committee (PAC) will meet five times starting on November 10 and is being chaired by the mayor. Two public open houses will be held in 2017. Completing this 20-year plan is expected to take 18 months.

Committee concerns included PAC liaisons (Mr. Coffelt, Mr. Sande) and evaluating this master plan from a regional perspective.

**VI. OLD BUSINESS**

**A. TNCs**

Mr. Bass said he was following the City's lead regarding Transportation Network Companies. He will keep committee members updated on progress of this process.

Chair Sande reported hearing from four people who are interested in Uber. Mr. Neary shared his experience with this type of transportation in Portland (Oregon).

**B. Airport Committee Meeting Schedule**

Mayor Endicott said the Airport Committee is required to meet at least every other month (six times per year).

Following discussion, Chair Sande directed that the Airport Committee change to a bimonthly meeting schedule in odd-numbered months (January, March, May, July, September, November). He asked Mr. Bass to provide updates between meetings.

Mr. Bass assured committee members they could meet at other times if needed.

**VII. NEW BUSINESS**

**A. Ground Transportation Operating Agreement and Fees**

Mr. Bass summarized (PowerPoint) the background, current users, current issues, Airport needs, proposed changes, industry best practice, and financial impact.

Following discussion on the expected impacts and the need for front-line customer service training, committee members agreed by consensus that the Airport should move forward with the proposed changes.

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. Berg reported the new grass runway (5,000 feet long x 75 feet wide) at Madras Airport would be operational in spring 2017.

Next meeting: Thursday, January 12, 2017, 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 \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Eric Sande  
Chair

\_\_\_\_\_  
Zachary Bass  
Airport Director