



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, May 12, 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 – April 14, 2016

Exhibit 1

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Report
b) Budget Update

VI. OLD BUSINESS

VII. NEW BUSINESS

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

MARCH

<i>Passengers</i>	<i>2011/12</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>Variance (+/-)</i>	<i>% Var</i>
July	23,819	24,812	24,320	26,448	28,710	2,262	8.6%
August	23,986	24,210	23,877	27,374	29,276	1,902	6.9%
September	20,702	19,686	21,797	23,466	24,896	1,430	6.1%
October	19,456	18,943	21,207	21,796	24,496	2,700	12.4%
November	18,945	18,192	20,075	20,405	23,974	3,569	17.5%
December	20,051	18,885	22,806	19,988	25,286	5,298	26.5%
January	18,578	18,194	20,550	21,225	24,863	3,638	17.1%
February	17,039	16,469	17,502	19,357	22,912	3,555	18.4%
March	19,860	18,926	21,067	22,469	25,313	2,844	12.7%
April	17,533	17,561	19,479	20,986			-100.0%
May	18,944	18,398	21,165	21,901			-100.0%
June	22,374	21,024	24,074	26,148			-100.0%
Enplanements	241,287	235,300	257,919	271,563	229,726		
Deplanements	241,200	234,961	258,048	267,211	226,634		
Total Passengers	482,487	470,261	515,967	538,774	456,360		

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 14/15	FY 15/16	Benchmark	Goal	March 2016	
	\$ 15.36	\$ 15.03	\$ 13.41	> \$15.00	\$	16.96
<i>Airline Cost Per Enplanement (CPE)</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 5.78	\$ 6.16	\$ 6.24	< \$6.00	\$	5.79
<i>Operating Efficiency</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 20.36	\$ 21.51	\$ 15.29	< \$20.00	\$	15.01

March						
REVENUES (by Fiscal Year)	2012/13	2013/14	2014/15	2015/16	% Chg	
Passenger Facility Charge	\$ 73,775	\$ 85,428	\$ 106,392	\$ 95,441	-10.3%	
Landing Fees	\$ 71,437	\$ 80,029	\$ 67,444	\$ 80,902	20.0%	
Fuel Flowage Fees	\$ 10,914	\$ 10,961	\$ 11,387	\$ 13,650	19.9%	
Fuel (Gallons) Jet A	151,626	154,341	159,432	191,578	20.2%	
Fuel (Gallons) Avgas 100LL	4,290	2,242	3,233	3,417	5.7%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ 138.26	0.0%	
Space Usage Fees	\$ 47,937	\$ 35,215	\$ 42,379	\$ 47,442	11.9%	
Supplemental Security Fee	\$ 8,680	\$ 4,176	\$ 16,587	\$ 18,298	10.3%	
Parking	\$ 168,054	\$ 179,756	\$ 206,803	\$ 247,747	19.8%	
Rental Cars	\$ 41,469	\$ 47,493	\$ 60,677	\$ 69,617	14.7%	
Rental Cars Lot Fees	\$ 4,820	\$ 5,348	\$ 5,348	\$ 5,670	6.0%	
Concession Commissions	\$ 6,928	\$ 7,006	\$ 8,582	\$ 10,716	24.9%	
General Aviation	\$ 28,023	\$ 28,151	\$ 25,160	\$ 31,190	24.0%	
Forest Service Leases	\$ 38,127	\$ 38,194	\$ 48,730	\$ 52,136	7.0%	
Total Revenues for month:	\$ 500,165	\$ 521,757	\$ 599,487	\$ 672,948	12.3%	
Total Operating Cost for month:	\$ 329,710	\$ 310,951	\$ 279,115	\$ 379,865	36.1%	
Cargo (Lbs)	164,549	262,760	148,154	181,884	22.8%	



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

April 14, 2016

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

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

Youth Ex Officio: Vacant

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

City Council Liaisons: Jay Patrick, George Endicott

Visitors: Joe Roshak, *Century West Engineering*; Phillipp Spitzer, *Leading Edge Jet Center*; 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 5:32 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 9) was present. Mr. Centers arrived at 5:38 p.m. after approval of the minutes, increasing the number of members present to 6.

II. **ANNOUNCEMENTS**

None.

III. **COMMENTS FROM CITIZENS**

None.

IV. **APPROVAL OF MINUTES**

Motion 1 (5/0/0): Mr. Knight moved to approve the minutes of March 10, 2016. Mr. Foote seconded the motion which passed unanimously.

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

A. Airport Report

Mr. Bass summarized (PowerPoint) activities at the Airport since the last meeting. He discussed the new organizational chart, staffing (number, responsibilities), activity permits, potential new leases, general aviation support services, and changes in air service.

Air Service: Mr. Bass said he and Ms. Honn attended the Mead & Hunt conference in Arizona along with COAST (Central Oregon Air Service Task Force) member Roger Lee and

the Airport's airline consultant. They spoke with four airlines about the potential for increasing the number of flights and adding new destinations. *Alaska Airlines* is adding a 5th Seattle flight and an extra seasonal Portland (PDX) flight in summer 2016. *Allegiant Airlines* is still considering the Airport's proposal to add service to Las Vegas. *American Airlines* will begin daily direct service to Phoenix (PHX) Sky Harbor on June 2, 2016. The outgoing leg will depart RDM at 12:01 p.m. and arrive in PHX at 2:20 p.m. and the incoming leg will depart PHX at 8:15 p.m. and arrive in RDM at 10:20 p.m. American Airlines plans to start this new service using the CRJ-700 series aircraft with the option to move to a CRJ-900. They will also shift their existing Los Angeles (LAX) flight to a CRJ-700. *Sky West Airlines* will add two seasonal flights to San Francisco (SFO) in summer 2016. *Southwest Airlines'* current business model is not compatible with Redmond, but at least Redmond is on their radar. In June, he will attend the Jumpstart Conference in Denver but does not yet know which airlines he'll be meeting.

SCASDP Grants: Mr. Bass and Ms. Honn explained how revenue guarantees worked and how RDM benefitted when it utilized grant funding from the Small Community Air Service Development Program in 2008 (SFO), 2013 (LAX), and 2015 (PHX).

Airport Performance Metrics Report: Mr. Bass reviewed key metrics (Revenue per Enplanement, Airline Cost per Enplanement, and Operating Efficiency) for fiscal years 2014-2015, 2015-2016, February 2016, benchmarks, and goals. The March 2016 numbers (not included in tonight's report) indicated a 16% increase from the levels reported in March 2015.

Closure Update: Mr. Bass said Phase II reconstruction of Runway 5-23 was on schedule and on budget. Activities during the 21-day Airport closure (May 2-22, 2016) will include deep cleaning, installation of closed-circuit surveillance cameras, active shooter training (multiple agencies), FBI training event, TSA (Transportation Security Administration) staff training, art updates, roadway markings, stripe painting, crack sealing, City Council and REDI (Redmond Economic Development, Inc.) meetings, security office remodel, and Kid Zone construction. He offered members and guests a tour of the terminal following the meeting.

Summer Projects: Mr. Bass outlined projects planned for summer 2016 including R/W 5-23 reconstruction Phase II, Taxiway B reconstruction, COIDC (Central Oregon Interagency Dispatch Center) construction, and restaurant build-out. The Airport is considering installation of kinetic art sculptures.

Sustainable Cities Initiative (SCI) Program: Mr. Bass requested committee feedback on the presentations made by University of Oregon (UO) Landscape Architecture students. The landscape proposals were displayed at the Airport for three weeks. Airport staff are reviewing ideas from SCI Marketing students. Ms. Honn said one of the graduate students was compiling a summary (book) of all student ideas for future reference by the Airport.

Committee members commended the creativity demonstrated by the students, such as softening the "sea of metal" (parking lot) visitors see now when leaving the terminal and the proposed use of solar technology.

Mayor Endicott recommended *not* installing any water feature at the Airport as these tend to attract waterfowl, which could prove a hazard to flight operations.

Airport Fund: Mr. Bass said the FAA (Federal Aviation Administration) monitors what the Airport spends and where it goes. He reviewed ending fund balances for fiscal years (FY) 2011-12 through 2014-15 and projections for FY 2015-16 and 2016-17. The Airport's loss (general fund expenditure) for the current fiscal year is expected to be less than projected.

Next year's budget is projecting 6.3% growth and will be on the website by April 19, 2016. He recommended discussing this in more depth at the May 2016 meeting.

Committee concerns included the Airport's past financial performance, working capital carried forward yearly, and reviewing the FY 2016-17 budget before it's presented to Council.

VI. OLD BUSINESS

A. Strategic Business Plan

Mr. Bass reported that Pendleton and Hood River both applied for the next Connect Oregon grant in 2017; their applications have a strong focus on UAS (unmanned aerial systems). The new COIDC building will have two rooms for UAS pilots. He and Mr. Centers are working to get a draft master plan out in the next few months. The master plan will be presented for committee review before being released for public feedback.

VII. NEW BUSINESS

A. RFP – Rental Cars

Mr. Bass said the Airport will issue a new Request for Proposals for rental cars in June 2016. He summarized the bidding process. The new contract will start in October and run for five years with two 1-year extensions. The Airport plans to add a CFC (Customer Facility Charge) to help fund a carwash, fueling station, and overflow parking, which could possibly be built in summer 2018. The car rental companies are very excited about this opportunity.

Committee discussion covered operating cost, advantage of an on-airport carwash, who will manage this facility, potential site, number of rental cars now stored on-site, current parking capacity, and average length of stay.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Knight said it was good to hear the new standard lease rates were working well.

Mr. Sande said the current "buzz" about the Airport was very positive.

IX. ADJOURN

Next meeting: Thursday, May 12, 2016, 5:30 p.m.

Tentative agenda: in-depth discussion of 2016-2017 budget and Airport statistics.

With no further business, Vice-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 _____, 2016.

ATTEST:

Marc Henegar
Chair

Zachary Bass
Airport Director