



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, October 13, 2016
5:30 PM

COMMITTEE MEMBERS

Vacant
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 – June 9, 2016
- b) Meeting Minutes – July 14, 2016

Exhibit 1
Exhibit 2

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Report

VI. OLD BUSINESS

- a) Car Rental RFP
- b) Master Plan Update

VII. NEW BUSINESS

- a) Election of Chair/Vice Chair
- b) TNCs

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

AUGUST

<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				
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	67,025	(224,133)		
Deplanements	241,200	234,961	258,048	288,478	66,610	(221,868)		
Total Passengers	476,500	492,880	529,611	579,636	133,635	(446,001)		

KEY METRICS

Revenue Per Enplanement	FY 15/16	FY 16/17	Benchmark	Goal	August 2016
	\$ 13.95	\$ 14.61	\$ 16.01	> \$15.00	\$ 14.93
Airline Cost Per Enplanement (CPE)	FY 15/16	FY 16/17	Benchmark	Goal	
	\$ 6.16	\$ 5.45	\$ 7.24	< \$6.00	\$ 6.20
Operating Efficiency	FY 15/16	FY 16/17	Benchmark	Goal	
	\$ 17.03	\$ 17.01	\$ 16.99	< \$20.00	\$ 8.18

August

REVENUES (by Fiscal Year)	2013/14	2014/15	2015/16	2016/17	% Chg
Passenger Facility Charge	\$ 80,010	\$ 85,999	\$ 97,146	\$ 119,098	22.6%
Landing Fees	\$ 152,546	\$ 114,985	\$ 117,401	\$ 124,889	6.4%
Fuel Flowage Fees	\$ 23,805	\$ 21,541	\$ 24,251	\$ 23,509	-3.1%
Fuel (Gallons) Jet A	253,847	286,049	318,867	324,713	1.8%
Fuel (Gallons) Avgas 100LL	86,222	21,673	27,570	11,135	-59.6%
Fuel Tank Fees	\$ -	\$ -	\$ 1,011	\$ 1,834	81.5%
Space Usage Fees	\$ 58,890	\$ 50,348	\$ 53,156	\$ 55,762	4.9%
Supplemental Security Fee	\$ 8,400	\$ 20,272	\$ 20,620	\$ 24,171	17.2%
Parking	\$ 132,299	\$ 154,658	\$ 176,596	\$ 232,871	31.9%
Rental Cars	\$ 85,084	\$ 119,077	\$ 108,793	\$ 118,511	8.9%
Rental Cars Lot Fees	\$ 4,820	\$ 5,348	\$ 5,348	\$ 5,640	5.5%
Concession Commissions	\$ 10,810	\$ 12,248	\$ 13,178	\$ 17,001	29.0%
General Aviation	\$ 28,352	\$ 24,399	\$ 29,716	\$ 30,719	3.4%
Forest Service Leases	\$ 38,194	\$ 66,906	\$ 54,950	\$ 52,136	-5.1%
Total Revenues for month:	\$ 623,211	\$ 675,780	\$ 701,154	\$ 804,307	14.7%
Total Operating Cost for month:	\$ 359,791	\$ 433,825	\$ 450,172	\$ 270,145	-40.0%
Cargo (Lbs)	198,666	181,780	151,088	196,720	30.2%



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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

June 9, 2016

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

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

Youth Ex Officio: Vacant

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

City Council Liaison: Mayor George Endicott

Visitors: Joe Roshak, *Century West Engineering*; 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

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 (5 of 9) was present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Centers moved to approve the minutes of April 14 and May 12, 2016, as written. Mr. Neary seconded the motion which passed unanimously.

Chair Henegar arrived at 5:40 p.m. and Vice-Chair Sande passed control of the meeting to him.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass made a PowerPoint presentation on Airport activities since the May 2016 meeting plus ongoing and future projects.

Airport Performance Metrics Report – April 2016: Revenue Per Enplanement: goal – more than \$15.00, actual – \$15.21; Airline Cost Per Enplanement: goal – less than \$6.00, actual \$5.99; and Operating Efficiency: goal – less than \$20.00, actual – \$14.36.

Runway 5-23 Reconstruction: The Airport was closed successfully; it reopened to General Aviation 3 days early and reopened on time for Commercial traffic. He commended Century West (reconstruction contractor). Airport staff will be spotlighted at the June 28 Council meeting, at which time Mr. Bass said he will present a report on what was accomplished during the closure. He offered to share his presentation to Council with committee members.

Chair Henegar asked about car rental usage and pricing during the closure period. Mr. Bass said his research indicated the shortage in rental cars was due to the airbag recall situation.

Airport Facts: Airport staff are responsible for 2 million square feet of pavement (nearly 10% of the total area in the City of Redmond), manage over 100 leases, and spray 136 acres for weeds annually.

Mr. Sande asked Mr. Bass to send him a list of Airport facts for inclusion in a future Redmond Chamber of Commerce newsletter.

Air Service: The Airport currently has 42 flights (21 outbound, 21 inbound) per day. An air tanker blew a tire on the runway today at 1 p.m. The tire was changed and the aircraft towed out in under an hour. Mr. Bass commended the performance of the fixed-base operator, Airport staff, and U.S. Forest Service. Mr. Bass, Jon Stark/REDI (Redmond Economic Development, Inc.), and the Airport's consultant will fly to Denver on June 12 for the three-day Jumpstart conference and return on June 16. He reviewed the points he planned to make to five airlines they will speak with (Allegiant, American, Alaska, Delta, and United). He will update committee members at their next meeting.

Chair Henegar discussed aircraft changes Alaska Airlines was implementing, following the Virgin Airlines/Alaska merger, and requested metrics on Eugene Airport's San Jose flight.

Upcoming Projects: Mr. Bass discussed potential impacts and a timeline for resolution of FAA (Federal Aviation Administration) issues on the recently reconstructed Runway 5-23. Future large projects included 5-23/Phase II reconstruction, Taxiway B reconstruction, COIDC (Central Oregon Interagency Dispatch Center), Runway 11-29 design/construction, carwash facility, and ramp extension. Smaller projects included vendor lot paving, fuel farm containment, parking lot cutting/patching, environmental/insurance, police substation, security office buildout, and car rental lot expansion.

VI. OLD BUSINESS

A. Car Rental RFP

Mr. Bass said the new Request for Proposals went out on June 1, 2016; bids are due on June 30. He outlined the new contract's expected impact on Airport revenue. According to the car companies he consulted, the carwash facility must be staffed by car company staff to address liability concerns. Airport staff will ask Council on June 28 to approve a CFC (Customer Facility Charge) rate change which will become effective with the new contract on October 1, 2016. The Airport Committee will have the opportunity to review the bids.

B. Parking Lot Equipment Replacement RFP

Mr. Bass discussed the need for an update of hardware and software.

VII. NEW BUSINESS

A. Master Plan RFQ Update

Mr. Bass reviewed key metrics from the 2005 Master Plan. The Airport is expecting to reach the 299,600 enplanements estimated for 2023 within the next fiscal year (2016-2017). Proposals for the 2016 Master Plan are due June 16. The companies submitting the top three proposals will be interviewed the last week in June/first week in July 2016. The Airport received six inquiries within the last month about building new corporate hangars and he suggested possible locations. He requested two volunteers to serve on the Master Plan Consultant Selection Subcommittee. He suggested Mr. Coffelt, for his experience in airport management, and noted that Mr. Foote previously volunteered. Mr. Sande volunteered to serve as an alternate.

Mr. Bass said a separate subcommittee would work with the master plan consultant.

B. Terminal Debrief

Mr. Bass summarized achievements during the 21-day airport closure and offered members a mini tour of the Airport following this meeting. Projects included the Kids Zone, kitchen hood, (rock) Chucks in Public Places photographic display and one rock chuck model, moving the smoking pits farther from entrance doors, live shooter drill (over 200 visitors), REDI (Redmond Economic Development, Inc.) luncheon, City Council meeting, deep cleaning, new advertising boards, and crack sealing.

Committee concerns included passenger feedback and post-closure enplanement metrics.

Mr. Sande reported the Redmond Chamber of Commerce received no adverse comments.

C. Cascadia Event

Mr. Moor discussed a countywide drill held this week on how to deal with the aftermath of an earthquake on the Oregon Coast. Personnel from multiple jurisdictions throughout Deschutes County participated: first responders and staff from Fire, Police, and Public Works. The type of problems likely to occur were staged, such as how to deal with large-scale issues and still take care of local citizens. Lessons learned included involving school in the planning efforts, improving the ham radio system, and updating emergency preparedness plans for large-scale disasters. He said this exercise was very well done and very helpful.

Mayor Endicott discussed the Airport's role, coordinating local and other needs, and using the county fairgrounds as an activity center.

Committee concerns included the Chamber's role, checking with Bend Airport Director Gary Judd on how Bend's exercise went, and coordinating with county, state, and federal staff.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Centers said Leading Edge had decreased its gas price to \$3.75 per gallon.

Mr. Neary said REDI luncheon members appreciated the opportunity to see the Airport.

IX. ADJOURN

With no further business, Chair Henegar adjourned the meeting at 6:36 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



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EXHIBIT 2

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

July 14, 2016

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

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

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Fred LeLacheur,
Morrison-Maierle (Airport engineering services contractor); Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *City Council Liaison*; Thomas Headley III, *Century West Engineering*

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 5:31 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (3 of 9) was not present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Vice-Chair Sande postponed approval of the June 9, 2016, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented his Director Update including the Airport Spotlight and briefing he provided to Council and a time-lapse video of Runway 5-23 reconstruction. The spotlight covered all 21 Airport employees, annual Airport scope of work, and projects/events that occurred during the May 2016 Airport closure. Also provided were the Airport Performance Metrics Report for May 2016, airport closure financials, 2015-2016 financial performance, and staffing levels. *Project update:* Runway 5-23 is expected to reopen in mid-September/early October 2016. Reconstruction of Taxiway B should start in mid-April 2017. The new COIDC (Central Oregon Interagency Dispatch Center) building went out to bid on July 13 and construction is expected to start in mid-August 2016. Due to funding schedules, Runway 11-29 reconstruction will probably start in spring 2018. He discussed

other projects including vendor lot paving, fuel farm containment, parking lot cut/patch, environmental/insurance, police substation, security office build-out, and car rental lot expansion. June 2016 was the first month the Airport had over 30,000 enplanements. He outlined planned staffing changes in Operations, Facilities, Administration, and Security.

Committee comments covered whether the 2015-2016 budget accounted for the impact of the Airport closure, 2017-2018 forecast, performance standards for each staff position, and level of quality in the Airport with/without a quality control manager.

VI. OLD BUSINESS

A. Master Plan Update – Consultant Selection

Ms. Honn reported the Airport selected Mead & Hunt to provide master-planning services. She outlined the scoring/evaluation criteria, draft scope of services, and process timeline for FAA (Federal Aviation Administration) approval and issuance of a grant in August 2016.

Committee concerns included land use (inside and outside the security fence), market analysis (best uses, demand, potential users), strategic plan elements in the master plan, and if Mead & Hunt reviewed the Airport's minimum standards prior to submitting the scope of services for FAA approval.

Ms. Honn responded to committee concerns including a fuller explanation of funding constraints on master plans and strategic plans.

B. Car Rental RFP

Mr. Bass summarized the Request for Proposals process. Airport staff held a pre-proposal meeting with all car rental companies 1.5 weeks ago. Following review of vendor-requested changes with Airport consultants, the Airport issued a revised addendum which will close on August 3. One of the changes will be to allow a fifth rental car company to apply. Following Council's approval of a proposal and the CFC (Customer Facility Charge) ordinance, the new car rental contract will start on October 1, 2016.

Chair Henegar arrived at 6:30 p.m., bringing the number of committee members present to four which still did not constitute a quorum.

VII. NEW BUSINESS

A. Restrictions on Political Campaigning

Ms. Honn presented ORS 260.432, Quick Reference – Restrictions on Political Campaigning for Public Employees rev. 12/13.

VIII. COMMITTEE MEMBER COMMENTS

Chair Henegar commended the Airport on the quality of the reconstructed runway.

Vice-Chair Sande shared his worst rental car experience.

IX. ADJOURN

With no further business, Vice-Chair Sande adjourned the meeting at 6:37 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