



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, April 14, 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 – March 10, 2016

Exhibit 1

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Report
b) Airport Closure Update

VI. OLD BUSINESS

- a) Strategic Business Plan

VII. NEW BUSINESS

- a) RFP – Rental Cars

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

FEBRUARY

<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			-100.0%
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	204,413		
Deplanements	241,200	234,961	258,048	267,211	201,120		
Total Passengers	482,487	470,261	515,967	538,774	405,533		

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 14/15	FY 15/16	Benchmark	Goal	February 2016	
	\$ 15.36	\$ 15.03	\$ 13.41	> \$15.00	\$	16.01
<i>Airline Cost Per Enplanement (CPE)</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 5.78	\$ 6.16	\$ 6.24	< \$6.00	\$	5.91
<i>Operating Efficiency</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 20.36	\$ 21.51	\$ 15.29	< \$20.00	\$	16.11

February						
REVENUES (by Fiscal Year)	2012/13	2013/14	2014/15	2015/16	% Chg	
Passenger Facility Charge	\$ 68,159	\$ 75,530	\$ 73,816	\$ 84,611	14.6%	
Landing Fees	\$ 64,250	\$ 65,289	\$ 58,436	\$ 74,765	27.9%	
Fuel Flowage Fees	\$ 8,691	\$ 7,625	\$ 8,779	\$ 12,262	39.7%	
Fuel (Gallons) Jet A	120,400	107,828	121,722	171,247	40.7%	
Fuel (Gallons) Avgas 100LL	3,764	1,097	3,699	3,931	6.3%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ 238.02	0.0%	
Space Usage Fees	\$ 42,477	\$ 14,767	\$ 37,740	\$ 44,269	17.3%	
Supplemental Security Fee	\$ (754)	\$ 7,437	\$ 14,236	\$ 16,396	15.2%	
Parking	\$ 106,483	\$ 156,541	\$ 173,897	\$ 199,500	14.7%	
Rental Cars	\$ 39,464	\$ 44,728	\$ 51,798	\$ 67,687	30.7%	
Rental Cars Lot Fees	\$ 4,820	\$ 5,348	\$ 5,348	\$ 5,700	6.6%	
Concession Commissions	\$ 5,740	\$ 7,269	\$ 7,470	\$ 9,287	24.3%	
General Aviation	\$ 26,452	\$ 28,152	\$ 25,472	\$ 30,610	20.2%	
Forest Service Leases	\$ 38,127	\$ 38,194	\$ 58,485	\$ 52,365	-10.5%	
Total Revenues for month:	\$ 403,910	\$ 450,879	\$ 515,477	\$ 597,690	15.9%	
Total Operating Cost for month:	\$ 397,353	\$ 58,757	\$ 323,667	\$ 369,222	14.1%	
Cargo (Lbs)	148,594	149,799	140,248	151,376	7.9%	



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

March 10, 2016

Public Works Transportation Conference Room, 243 East Antler Avenue, Redmond, Oregon

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

Youth Ex Officio: Vacant

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

City Council Liaison: Jay Patrick

Visitors: Mark Eischeid, *Assistant Professor, University of Oregon (UO) School of Architecture/Allied Arts*; Alden Carr, Brittany Murphy, Chad Hawthorne, Jamie Willeke, Jill Stone, Justin Kau, Lin Chen, Margo Barajas, Nadja Quiroz, Rachel Spencer, and Whitney Holt, *UO Landscape Architecture students*; John Nelson, *UO Advisor/Retired Consultant*; Don Lee, *NW Commercial*; Stan Clark

Media: Aaron West, *The Bulletin*

(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 5:40 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (7 of 9) was present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Clark reported receiving a letter from the Airport regarding the 21-day closure in May 2016. He objected to his fixed-wing aircraft being barred from take-offs and landings, stating his plane could use "29" to take off and land without interfering with construction activity.

Mr. Bass asked Mr. Clark to submit his request in writing.

IV. APPROVAL OF MINUTES

Motion 1 (7/0/0): Mr. Knight moved to approve the minutes of January 14, 2016. Mr. Moor seconded the motion which passed unanimously.

V. NEW BUSINESS

Mr. Bass provided a brief update on Airport operations since the January 2016 meeting. He commended Knife River for being ahead of schedule in the reconstruction preparation work. To date, 12,500 tons of asphalt have been removed from the perimeter road. The bidding process for Taxiway B will close on March 24, 2016. Direct flights to Phoenix Sky Harbor International Airport will start June 2, 2016. Based on the numbers so far, the Airport is expecting 324,000 enplanements this year.

A. Sustainable Cities Initiative – Landscape Architecture Final Projects

Councilor Patrick introduced the UO students participating in the Sustainable City Year Program.

Mr. Eischeid, Assistant Professor in the School of Architecture and Allied Arts, provided a brief overview of the Sustainable City Year Program, then summarized the process used by his students in developing their concepts for an Airport Landscape Master Plan. Some of the factors considered were airport layout, habitat, sustainability, waste management, disaster preparedness, site analysis and history, demographics, cultural interests, transportation circulation, infrastructure, ownership and zoning, and FAA (Federal Aviation Administration) regulations. He invited everyone to review the concepts presented.

VI. COMMITTEE MEMBER COMMENTS

None.

VII. ADJOURN

Next meeting: Thursday, April 14, 2016, 5:30 p.m.

With no further business, Vice-Chair Sande adjourned the meeting at 6:07 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