



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, January 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 – November 12, 2015
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Redmond City Manager Brief
 - b) Airport Report
- VI. **OLD BUSINESS**
 - a) Airport Economic Development Plan
 - b) COIDC Design
- VII. **NEW BUSINESS**
 - a) Election of 2016 Officers
 - b) Sustainable Cities Initiative Planning (Landscape Architecture and Marketing/Advertising)
- VIII. **COMMITTEE MEMBER COMMENTS**
- IX. **ADJOURN**

Exhibit 1

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

NOVEMBER

<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			-100.0%
January	18,578	18,194	20,550	21,225			-100.0%
February	17,039	16,469	17,502	19,357			-100.0%
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	131,352		
Deplanements	241,200	234,961	258,048	267,211	129,252		
Total Passengers	482,487	470,261	515,967	538,774	260,604		

KEY METRICS						
Revenue Per Enplanement	FY 14/15	FY 15/16	Benchmark	Goal	November 2015	
	\$ 15.36	\$ 15.03	\$ 13.41	> \$15.00	\$	15.05
Airline Cost Per Enplanement (CPE)	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 5.78	\$ 6.16	\$ 6.24	< \$6.00	\$	5.65
Operating Efficiency	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 20.36	\$ 21.51	\$ 15.29	< \$20.00	\$	13.42

November						
REVENUES (by Fiscal Year)	2012/13	2013/14	2014/15	2015/16	% Chg	
Passenger Facility Charge	\$ 64,793	\$ 67,918	\$ 71,611	\$ 83,470	16.6%	
Landing Fees	\$ 58,435	\$ 85,909	\$ 62,600	\$ 73,202	16.9%	
Fuel Flowage Fees	\$ 9,529	\$ 11,469	\$ 9,871	\$ 12,481	26.4%	
Fuel (Gallons) Jet A	132,886	161,929	138,758	175,160	26.2%	
Fuel (Gallons) Avgas 100LL	3,246	1,916	2,256	3,137	39.1%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ 64.08	0.0%	
Space Usage Fees	\$ 53,232	\$ 54,807	\$ 42,279	\$ 48,122	13.8%	
Supplemental Security Fee	\$ 8,400	\$ -	\$ 14,944	\$ 17,009	13.8%	
Parking	\$ 167,617	\$ 152,809	\$ 157,593	\$ 212,433	34.8%	
Rental Cars	\$ 38,832	\$ 36,108	\$ 51,456	\$ 56,855	10.5%	
Rental Cars Lot Fees	\$ 4,820	\$ 5,280	\$ 5,348	\$ 5,348	0.0%	
Concession Commissions	\$ 7,196	\$ 7,801	\$ 7,885	\$ 10,651	35.1%	
General Aviation	\$ 25,905	\$ 29,780	\$ 26,569	\$ 31,259	17.7%	
Forest Service Leases	\$ 38,127	\$ 38,194	\$ 66,906	\$ 51,847	-22.5%	
Total Revenues for month:	\$ 476,885	\$ 490,077	\$ 517,061	\$ 602,740	16.6%	
Total Operating Cost for month:	\$ 312,413	\$ 404,782	\$ 319,189	\$ 328,700	3.0%	
Cargo (Lbs)	161,671	178,320	147,520	145,061	-1.7%	



Redmond Municipal Airport-Roberts Field

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EXHIBIT 1

**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

November 12, 2015

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

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

Youth Ex Officio: (absent: *Frank Reed*)

City Staff: Zachary Bass, *Airport Business Manager*; Felila Narotski, *Airport Business Coordinator*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Thomas Headley III, *Century West Engineering*; Don Lee, *NW Commercial*; Garry Finley; 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

Chair Henegar called the Redmond Airport Committee (AC) meeting to order at 5:33 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (6 of 9) was present. Chair Henegar stated Mr. Knight informed him prior to tonight's meeting that he would be absent due to an illness in the family.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (6/0/0): Mr. Centers moved to approve the minutes of September 10 and October 8, 2015. Mr. Berg seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Executive Team Report

Mr. Bass presented the Airport Executive Team Report dated November 12, 2015, and provided additional details, as requested, which were discussed in the following order (note: numbers correspond with those in the report).

2. **Air Service Initiatives & Updates:** Redmond City Council approved the SCASDP (Small Community Air Service Development Program) grant on November 3, 2015. The \$500,000 grant is designated as a revenue guarantee to attract commercial air service between Redmond Airport and Phoenix (Arizona) via Sky Harbor International Airport. Redmond was one of 11 successful applicants out of a field of 49.
3. **Runway 4-22 Project:** Rehabilitation of 4-22 (5-23) is now in Phase 2 (winter operations). The spring start date is tentatively scheduled for March 7, 2016.
4. **USFS – Central Oregon Interagency Dispatch Center:** The City submitted its final bid to the U.S. Forest Service two weeks ago. The City's proposal is to build an (approximately) 7,000-square-foot building as office space for COIDC's regional dispatch center. Though nothing official has been received, Mr. Bass said he felt the Airport had a good chance.

Committee members asked about COIDC's other options for new office space.

5. **Taxiway B Rehabilitation:** The Independent Fee Estimate for the \$3.5 million project has been completed. The Engineer of Record contract addendum for design and bidding costs will be presented to Council for approval on November 17, 2015.

Committee concerns included how to reduce pilot confusion about taxiway names.

6. **Perlan II Glider Testing:** The Perlan Glider Team presented some items to the Mayor and Council at the November 3, 2015, Council meeting in recognition of the successful event and played a short video about the Perlan 2 flight.

1. **Airport Operations Performance Metrics:** Mr. Bass reported October 2015 enplanements were 24,196, a 12.5% increase over October 2014. Passengers in October 2014 totaled 21,796 but increased to 24,500 in October 2015.

B. Task Force Update

Mr. Bass reported the task force met on October 27, 2015, and decided to survey affected parties about how they intend to handle the Airport's temporary closure in May 2016. Airport staff will administer the survey. As part of the communications plan, the Airport will put up three posters. The City's communications manager will design the posters to emphasize the Airport's improvements rather than the closure. An extra page will be added to the Airport's website to inform the public about charters and other transportation options; this webpage will be linked to the City's main website and to organizations represented by task force members. Most of the calls received lately have been from individuals planning weddings during that time.

Chair Henegar said task force members recommended getting information from passengers by walking through the departure area prior to flights and asking the following questions: Where do you get information about Redmond? How often do you fly? What's your primary purpose (business or leisure)? When you choose to fly from airports other than Redmond, where do you go (Eugene, Portland, charter)? During closure, what transportation alternatives will you choose to get to/from your destination (drive to the airport, drive to where you're going, rent a car to drive, take the bus, select an alternate travel day, not go)? What expectations do you have of the Airport to meet your travel needs during the closure (information, access to rental cars, don't worry about it/I'll do it all myself, airport parking available)? The Airport's air service consultant (Mead & Hunt) will review the survey questions prior to implementation.

C. American Airlines/Alaska Headquarters Meetings

Mr. Bass said he, Nicole Jurgensen or Nettice Honn often fly with COAST (Central Oregon Air Service Team) members Roger Lee/EDCO (Economic Development for Central Oregon), Jon Stark/REDI (Redmond Economic Development, Inc.), and Alana Hughson/COVA (Central Oregon Visitors Association) as well as the Airport's consultant to attend these meetings. To date, they have visited American Airlines (Dallas, Texas), Alaska Airlines (Seattle, Washington), and Sky West (Utah). He outlined topics covered during the meetings.

American Airlines staff said several times that Redmond was on its very short list; however, the earliest Redmond might get direct service to/from Phoenix would be late summer 2016. The additional Portland flight *Alaska Airlines* provided to Redmond in summer 2015 will return in summer 2016 and is expected to become full-time. Alaska is expanding into San Jose through Sky West; the Eugene-to-San-Jose flight is doing very well and Alaska staff said Redmond was next on their list. *Sky West* is considering more daily flights to San Francisco from Redmond (details not available until negotiations are completed). COAST will meet with *Delta Airlines* next week and with *United Airlines* in early December.

Committee members found it interesting that two airlines were forecasting more Bay Area connections to Redmond.

D. Exclusion Notice

Mr. Bass reported City Council has authorized the Airport Director or City Manager to exclude someone who is trespassing from being on Airport property for 30 days. The policy includes an appeal procedure and guidelines for special circumstances. This new policy is intended to protect Airport staff and passengers. He cited an example of a situation that occurred two months ago. Someone struck a security guard in the face, was arrested and removed from the Airport but returned the next day to fly out.

E. New Positions

Mr. Bass said the Airport hired a new part-time Security Assistant who has an Associate's degree in Criminal Justice. Melissa Spence is working with Ms. Jurgensen and has taken over all badging. The new Facilities Supervisor was promoted from within out of a field of seven applicants. Fernando's experience included airport facilities maintenance, restaurant management, and HVAC (heating, venting, air conditioning). Staff are now working to fill his former position.

VI. OLD BUSINESS

A. Lease Policy

Mr. Bass reported the subcommittee met four times (6-7 hours total) to work on the lease policy which has been two years in the making. He defended staff's recommendation for a 3% administrative fee (industry standard) and will check the legality of this fee with the City Attorney. The updated lease policy was sent to everyone last week for review and will be presented to Council on November 17, 2015.

Mr. Clark expressed concern about the basis for the 3% administrative fee, lessees' right to expand their businesses, and the wording of Section 7, Subsection G.

Mr. Lee said he was honored to serve on the Leasing Subcommittee whose members functioned well together. He stated the new lease policy was greatly improved over what it started from and could adapt to changing conditions. He recommended adding a "pro forma" lease to the online Leasing Policy document and said he never received sample leasing policies from other airports.

Airport Committee concerns included a typographical error on Page 5, approval authority for leases of Airport land, re-setting fair market value without a yearly escalator, and legality of the 3% administrative fee. Mr. Berg, Madras Airport Director, and Mr. Coffelt, Prineville Airport Director, summarized how their airports addressed leasing issues.

Chair Henegar summarized the Airport's efforts to update the lease policy in response to the community's desire for one that was more business-friendly. He commended Mr. Knight for his leadership on this subcommittee and staff for their efforts, thanked Mr. Clark and Mr. Lee for their hard work and outside knowledge, thanked Mr. Berg and Mr. Coffelt for sharing their experiences, and recommended revisiting this policy in one to two years.

Motion 2 (6/0/0): Mr. Centers moved to accept the current Lease Policy and present it to City Council on November 17, 2015, as written. Mr. Moor seconded the motion which passed unanimously.

B. Airport Economic Development Plan

Mr. Bass said he has been working on the scope of this plan with Mr. Centers and Mr. Foote. They will meet with Jon Stark of REDI on November 18, 2015, to assure they're on a practical path. He suggested this topic be a placeholder item on Airport Committee agendas.

VII. NEW BUSINESS

A. SCASDP Update

Mr. Bass summarized Airport plans to promote (market) the projected new service to Phoenix (Arizona). Funding of this effort came from the \$500,000 SCASDP grant, \$95,000 in landing fee waivers, and \$175,000 from the Redmond community. Marketing will be done through COVA. He promised to make the breakdown of the revenue guarantee available to Airport Committee members.

Committee members expressed concern about how long the revenue guarantee would last and disposition of the funds if the revenue guarantee was not used.

B. Connect Oregon

Mr. Bass said the Airport's application for a Connect Oregon VI grant will be submitted next week. The (approximately) \$230,000 applied for would serve at the City's match amount for FAA (Federal Aviation Administration) funding for Taxiway B. If the grant is approved, project design would occur this winter and construction would start in summer/fall 2016.

Mr. Lee asked if the taxiway would be moved back under the arch.

Committee concerns included vehicle access across Taxiway Bravo.

C. Sustainable Cities Initiative Planning (Landscape Architecture and Marketing/Advertising)

Mr. Bass explained how the Airport's participation in this program would work. The project is scheduled to start in January 2016 and students in the Landscape Architecture class will visit the Airport early in the month. He promised to e-mail the scope of this project to the Airport Committee along information about what Landscape Architecture does and requested an Airport Committee liaison to the Landscape Architecture class.

Mr. Bass and City Communications Manager Heather Cassaro will work with the Marketing/Advertising students, so no Airport Committee liaison is needed for that class.

D. FAA Part 139 Emergency and TSA Security Table Top Recap

Mr. Bass suggested postponing this agenda item to the next meeting when Ms. Jurgensen would be available.

Mr. Moor reported good attendance at the annual tabletop exercise two weeks ago. This type of exercise is very useful in determining everyone's role (Fire Department, Police Department, Airport security people, Mayor). He commended Ms. Jurgensen for a great job and recommended she discussed the TSA (Transportation Security Administration). Every three years, the Airport does a medical exercise which is also very helpful. The Redmond Fire Department and Police Department conducted the last "live" exercise at Ridgeview High School two years ago.

Chair Henegar requested the Airport Committee receive advance notice of the next exercise.

Following discussion about the difficulty of getting a quorum for the December 2015 meeting, Airport Committee members recommended deferring the next meeting to January 14, 2016. Chair Henegar asked Airport staff to e-mail absent committee members regarding their interest/ability to attend a December meeting.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg said Madras Airport conducted its first live exercise of emergency services in 2014 which was quite an eye-opener. The debrief was worth its weight in gold in figuring out how departments could work together better. He recommended Airport Committee members participate in a live emergency services exercise.

Mr. Neary thanked members of the Leasing Subcommittee for all their hard work.

Mr. Lee recommended Airport Committee members share their concerns about the Airport Lease Policy with Chair Henegar prior to the Council's November 17 meeting.

Chair Henegar said he was the chief accident investigator for Alaska Airlines and has attended a lot of emergency service exercises, but would be interested in attending one locally to see how Redmond Airport handles everything.

IX. ADJOURN

With no further business, Chair Henegar adjourned the meeting at 6:50 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2015.

ATTEST:

Marc Henegar
Chair

Zachary Bass
Airport Business Manager