



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, July 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 – June 9, 2016 Exhibit 1
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
- VI. **OLD BUSINESS**
 - a) Master Plan Update - Consultant Selection
 - b) Car Rental RFP
- VII. **NEW BUSINESS**
 - a) Restrictions on Political Campaigning Exhibit 2
- 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

MAY

<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>	<i>YTD % Var</i>
July	23,819	24,812	24,320	26,448	28,710	2,262	8.6%	8.6%
August	23,986	24,210	23,877	27,374	29,276	1,902	6.9%	7.7%
September	20,702	19,686	21,797	23,466	24,896	1,430	6.1%	7.2%
October	19,456	18,943	21,207	21,796	24,496	2,700	12.4%	8.4%
November	18,945	18,192	20,075	20,405	23,974	3,569	17.5%	9.9%
December	20,051	18,885	22,806	19,988	25,286	5,298	26.5%	12.3%
January	18,578	18,194	20,550	21,225	24,863	3,638	17.1%	12.9%
February	17,039	16,469	17,502	19,357	22,912	3,555	18.4%	13.5%
March	19,860	18,926	21,067	22,469	25,313	2,844	12.7%	13.4%
April	17,533	17,561	19,479	20,986	23,656	2,670	12.7%	13.4%
May	18,944	18,398	21,165	21,901	7,379	(14,522)	-66.3%	6.3%
June	22,374	21,024	24,074	26,148			-100.0%	
Enplanements	241,287	235,300	257,919	271,563	260,761			
Deplanements	241,200	234,961	258,048	267,211	227,322			
Total Passengers	482,487	470,261	515,967	538,774	488,083			

KEY METRICS

<i>Revenue Per Enplanement</i>	<i>FY 14/15</i>	<i>FY 15/16</i>	<i>Benchmark</i>	<i>Goal</i>	<i>May 2016</i>
	\$ 15.36	\$ 15.03	\$ 13.41	> \$15.00	\$ 29.96
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 14/15</i>	<i>FY 15/16</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 5.78	\$ 6.16	\$ 6.24	< \$6.00	\$ 6.85
<i>Operating Efficiency</i>	<i>FY 14/15</i>	<i>FY 15/16</i>	<i>Benchmark</i>	<i>Goal</i>	
	\$ 20.36	\$ 21.51	\$ 15.29	< \$20.00	\$ 50.14

May

REVENUES (by Fiscal Year)	2012/13	2013/14	2014/15	2015/16	% Chg
Passenger Facility Charge	\$ 41,132	\$ 90,010	\$ 93,287	\$ 92,991	-0.3%
Landing Fees	\$ 71,219	\$ 88,416	\$ 65,914	\$ 24,548	-62.8%
Fuel Flowage Fees	\$ 10,273	\$ 12,824	\$ 11,785	\$ 4,510	-61.7%
Fuel (Gallons) Jet A	140,803	178,729	164,556	62,183	-62.2%
Fuel (Gallons) Avgas 100LL	5,951	4,473	3,804	2,252	-40.8%
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ 134.96	0.0%
Space Usage Fees	\$ 47,582	\$ 35,370	\$ 41,934	\$ 20,801	-50.4%
Supplemental Security Fee	\$ 8,680	\$ 4,319	\$ 16,356	\$ 5,207	-68.2%
Parking	\$ 174,596	\$ 193,119	\$ 188,919	\$ 59,860	-68.3%
Rental Cars	\$ 42,930	\$ 51,407	\$ 57,047	\$ 54,173	-5.0%
Rental Cars Lot Fees	\$ 4,820	\$ 5,348	\$ 5,348	\$ 5,880	10.0%
Concession Commissions	\$ 7,998	\$ 8,832	\$ 8,400	\$ 8,185	-2.6%
General Aviation	\$ 27,059	\$ 28,514	\$ 25,318	\$ 30,904	22.1%
Forest Service Leases	\$ 38,127	\$ 38,194	\$ 48,730	\$ 52,136	7.0%
Total Revenues for month:	\$ 474,417	\$ 556,353	\$ 563,037	\$ 359,332	-36.2%
Total Operating Cost for month:	\$ 308,046	\$ 320,887	\$ 402,388	\$ 370,008	-8.0%
Cargo (Lbs)	187,953	178,696	172,461	51,792	-70.0%



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Website: www.flyrdm.com

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

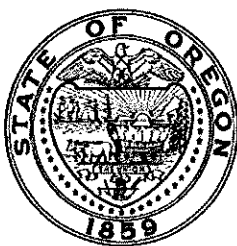
With no further business, Chair Henegar adjourned the meeting at 6:36 p.m.

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



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to do so.

*A “public employee” includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase “advocate(s) a political position” to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term “impartial” means equitable, fair, unbiased and dispassionate.

See the Secretary of State’s detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division	phone	503-986-1518
Secretary of State	fax	503-373-7414
255 Capitol St NE, Suite	tty	1-800-735-2900
Salem, OR 97310	web	www.oregonvotes.gov

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official’s candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official’s political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official’s availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body’s resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body’s position on such a resolution to the media
- include the governing body’s position or vote on such a resolution in a jurisdiction’s newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client’s political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours may:

- prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)

The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.

- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- as staff of an elected official, handle incoming calls about the official's availability for political events
- prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3)

A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- advocate a political position at any time. Elected officials are not considered a "public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity
A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees