



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMISSION

Thursday, November 13, 2014
5:30 PM

COMMISSION MEMBERS

Rob Berg
Member

Kelly Coffelt
Member

Vacant
Member

David Foote
Member

Marc Henegar
Member

Kenny Larkin
Member

Tim Moor
Member

Vacant
Member

Eric Sande
Member

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

I. CALL TO ORDER

II. ANNOUNCEMENTS

III. COMMENTS FROM CITIZENS

IV. APPROVAL OF MINUTES

- 1) Meeting Minutes – October 9, 2014

Exhibit 1

V. CONSENT AGENDA

VI. TOPIC

- 1) Airport Operations
- 2) FBO Agreement
- 3) Airline Agreements
- 4) Air Service Initiatives & Updates
- 5) Airport Rules & Regulations
- 6) Airport Lease Policy
- 7) RWY 4-22 Project
- 8) Terminal Energy Efficiency Improvements
- 9) City Code Update – Airport Commission

VII. OTHER TOPICS

VIII. COMMISSIONER COMMENTS

IX. ADJOURN

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, 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.



Redmond Municipal Airport-Roberts Field

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REDMOND AIRPORT COMMISSION MINUTES

Thursday, October 9, 2014

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

Commissioners Present: Chair Mike Newell, Kelly Coffelt, David Foote, Kenny Larkin, Tim Moor, Eric Sande (excused: *Marc Henegar*; absent: *Rob Berg*; 1 vacancy)

City Staff: Jeff Tripp, *Airport Director*; Nettice Honn, *Airport Projects Coordinator*; Cameron Prow, *TYPE-Write II*

Visitors: George Endicott, *Council Liaison Alternate*; Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Stan Clark

Media: None

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting. The three digits after a motion title show the number of Commissioners voting in favor/against/abstaining.)

I. CALL TO ORDER

Chair Newell called the meeting to order at 5:35 p.m.

Ms. Prow conducted roll call and confirmed that six of eight Commissioners were present, establishing a quorum.

Mayor Endicott said Council is in the process of updating City codes relating to all City committees and commissions. He requested that the Chair indicate whether a commissioner not present is "excused" (informed in advance) or "absent" (didn't show up).

Chair Newell reported receiving an e-mail message from Commissioner Henegar that he would not be able to attend tonight's meeting, but received no notice from Commissioner Berg regarding his absence from tonight's meeting.

II. ANNOUNCEMENTS (None)

IV. APPROVAL OF MINUTES

Motion 1 (6/0/0): Commissioner Foote moved to approve the minutes of June 12 and July 10, 2014. Commissioner Larkin seconded the motion which passed unanimously.

No minutes were written for the August 14 and September 11, 2014, meetings which were canceled due to lack of a quorum.

V. CONSENT AGENDA (None)

VI. TOPIC

A. Airport Operations

Mr. Tripp outlined his goals to respect the time commissioners invest in Airport concerns and increase staff participation. His strategies included formalizing the meeting structure

and providing the agenda and meeting packet to commissioners two weeks before each meeting, so they will have time to prepare for engaging in a full discussion. He would prefer monthly meetings. He said he viewed commissioners as a valuable resource and asked them for suggestions to improve meeting efficiency.

Commissioner concerns included meeting frequency (monthly vs. bimonthly), meetings becoming more meaningful due to stronger leadership by the Airport Director, changing the meeting date from the 2nd Thursday/5:30 p.m. to the 2nd Wednesday/12 noon or 3 p.m., reviewing the meeting schedule on a quarterly basis, teleconferencing potential, and the difficulty of getting a meeting quorum during summer months.

Mayor Endicott pointed out that any change in the meeting date/time had to respect Council Liaison Jay Patrick's schedule. He referenced the master draft of Redmond City Code for the Airport Committee and recommended changing the text of Section 2.585(1) to allow the Airport Committee Chair to work with the Airport Director regarding changes in the meeting schedule. He referenced language which will be added to the code for all commissions/committees regarding how and when committee members may be removed by the "appointing governing body" (City Council).

Mr. Tripp said he would talk with Councilor Patrick regarding his meeting preferences.

Chair Newell tabled discussion on changing the meeting schedule until the next regularly scheduled meeting on November 13, 2014, 5:30 p.m.

Mr. Tripp presented his new monthly report. Included was the Airport Performance Metrics Report August 2014, showing fiscal years (July 1 through June 30) of 2010-2011, 2011-2012, 2012-2013, 2013-2014, and 2014-2015 (July and August). His goals in doing these reports are to get a good handle on the Airport's performance and to chart trends. He is in the process of verifying whether this report can be included as part of the published agenda or will be provided only to the Airport Committee for discussion purposes. He emphasized this was a work-in-progress. In future months, staff will add more details, such as cost per enplanement, and correlate metrics in this report with the performance metrics listed in the fiscal-year budget.

Mayor Endicott recommended comparing the same periods (past and present).

Commissioners suggested tracking load factors, profit margin, percentage changed, ground lease revenue, and breaking out Jet A and Avgas gallons from the total Fuel amount. Additional concerns included adding Action Items to the report with an explanation. Due to concerns about releasing proprietary information, Commissioners recommended that the Airport Commission report not be published.

Mr. Tripp asked Commissioners to e-mail questions, concerns, and suggestions for meeting agenda topics to him.

B. FBO Agreement

Mr. Tripp recapped the issue (see Airport Director's Report). Airport staff is working with KC Aero LLC and Butler Aircraft Services to complete the review, comment, and approval of all required documentation prior to the final agreement being executed. Staff will provide an update at the October 28 Council meeting and recommend a deadline be set no later than the end of 2014. The biggest challenge has been the Airport minimum standards.

Commissioner concerns included length of negotiations, deadline for resolution, the precedent set by allowing KC Aero and Butler Aircraft to continue operating without an extension agreement, potential moving and cleanup of buildings.

Mayor Endicott said he and City Manager Keith Witcosky have discussed this situation. KC Aero and Butler Aircraft need to understand that Council's giving staff time and flexibility to get an agreement in place does not mean the City is backing off. Council's position remains that the City would prefer not to take over fueling services but will if it has to.

Mr. Tripp said he is trying to get a licensed contractor to perform an independent inspection and estimate what it will cost the City to bring the buildings into a rentable condition and address Phase 1 environmental issues identified several years ago. The Airport has applied to Deschutes County, which received \$400,000 for environmental remediation of brownfield sites, for financial assistance with a Phase 2 environmental assessment and remediation plan. Numerous parties have expressed interest in these buildings. He has started work on the next fiscal year budget but has not yet identified funding for the actual remediation.

C. Airline Agreements

Mr. Tripp said the Airport has completed a new five-year agreement and that three of the four airlines have signed and returned their agreements. He has requested that the airlines report the number of passengers they are bumping per flight. He will meet with American Airlines, Delta Airlines, Skywest Airlines and Horizon Airlines over the next two months and United in spring 2015.

Ms. Honn reported that Redmond's subsidy to encourage American Airlines to come here has expired.

Commissioners concerns included American Airlines' profitability.

D. Airport Rules and Regulations

Mr. Tripp said he intended to present the version of the draft Airport Rules and Regulations posted on the Airport's website for ratification at the October 28 Council meeting.

E. Airport Lease Policy

Mr. Tripp reported this project was suspended during the transition between his coming on board and the departure of Interim Airport Director Bob Noble. He has been meeting with commercial realtors regarding their concerns about the reversion clause. (Reversion clauses in airport lease policies are a standard practice.) He will send out a redline version for comment with the goal of taking this to Council in January 2015.

Mayor Endicott confirmed that the Airport Commission was authorized to reconvene the subcommittee for this project.

Following discussion about the importance of maintaining transparency throughout the review process, Commissioners Foote and Larkin volunteered to serve on a subcommittee with Stan Clark and Mr. Tripp to review the last draft before presenting it to the entire Commission for a recommendation.

F. Runway 4-22 Project

Mr. Tripp said the Airport coordinated with the U.S. Forest Service to get through the fire season. Phase 1, rehabilitating about 1,290 linear feet of runway asphalt, kicked off on September 15 with High Desert Aggregate and Paving. Paving should be done and the runway reopened by November 10, 2014. Grooving and striping will cause intermittent closures, but Phase 1 should be completed by the end of 2014. He will explore, with the FAA (Federal Aviation Administration), ways to speed up the grooving by using a larger piece of equipment so the runway can be reopened sooner. Phase 1 funding is in place as Council approved the \$9.3 million FAA grant in June and the \$1.2 million *ConnectOregon* grant in September.

Plans for Phase 2 are close to being done, but the uncertainty of the federal fiscal budget impacting when FAA may disburse grant funds in setting the start date. The Airport has to be careful not to start Phase 2 before it receives the funding. Should the project exceed available funds before the second grant is awarded, the City would not be eligible to receive reimbursement for those dollars. He will teleconference with the FAA and Joe Roshak (or Tom Headley) of Century West next week regarding the Airport's options: start Phase 2 in late summer 2015 or wait until spring 2016. He is concerned about the impact that starting Phase 2 in 2016 might have on the next round of grants for other capital projects at the Airport. The contract for Phase 2 has not been bid.

G. City Code Update – Airport Commission

Mr. Tripp referred to discussion on this topic earlier in this meeting under Agenda Items I and VI.A. The City is updating city codes to provide more consistency in how all commissions and committees operate. He presented a draft of the updated code language for the Airport Committee and requested commissioner feedback before October 21, so he would have time for revisions before the October 28 Council meeting.

VII. OTHER TOPICS

A. Commissioner Vacancies

Mr. Tripp said Doug Knight has been recommended to replace Carolyn Eagan as the Bend representative. This recommendation has not yet been ratified by Redmond City Council.

Mayor Endicott reported that Mr. Knight is a Bend City Councilor and an instrument-rated private pilot.

Chair Newell said this would be his last meeting as he is moving out of the area.

Mr. Tripp requested Commissioner assistance in recruiting a new commissioner to represent Redmond and fill the vacancy left by Commissioner Newell's resignation.

B. U.S. Forest Service Ground Leases

Mr. Tripp reported that Council approved a 10-year, 50-acre ground lease for the Forest Service (agreement returned today) at approximately \$350,000 per year. In Years 3, 4, and 5, the Forest Service will receive credit for underground utility work done previously. Due to its expiration in February 2013, this lease will run for another 8.5 years. He will be working with the Forest Service on the Redmond Air Center lease which is coming up for renewal the end of 2014. He noted that new revenue is coming to the Airport from staff's work to upgrade the leases.

C. Taxiway Bravo

Mr. Tripp said the Airport has implemented an agreement with the Forest Service to provide a portion of the funding needed for design of the upgrades. The Airport is working with the FAA to secure funding for this project and reach agreement on the scope of work. The FAA wants to fund a 50-foot-wide taxiway based on the Airport's design category; the Forest Service wants 75 feet for the Air Guard tankers. He is hoping to get the Forest Service to contribute funding for the extra 25-foot width. Funding to date includes \$21,000 for the initial design. He thanked Mr. Roshak for his assistance in moving this project forward for the current federal fiscal year which ended on September 30, 2014. The Airport would like to roll this project into the Phase 2 funding for the Runway 4-22 project.

D. Staff Changes

Mr. Tripp reported Donelle Snider left the Airport for full-time employment in manufacturing.

VIII. COMMISSIONER COMMENTS

Chair Newell thanked the other commissioners for the years they've worked together and stated that a lot had been accomplished. The direction that the Airport and Airport Commission is going right now is fantastic.

Commissioner Foote said he found it exceedingly beneficial working at another airport the last 10 months doing a strategic business plan. He stated his support for implementing a strategic business plan for the Redmond Airport.

III. COMMENTS FROM CITIZENS

Mayor Endicott said he attended the 50th anniversary celebration at the Redmond Air Center which was a lot of fun. He talked with an employee of Deschutes National Forest, who reported DNF is working with the Airport to implement a multi-agency dispatch center for Central Oregon at the Redmond Air Center by the start of the 2016 fire season. The Forest Service is reportedly considering use of UAS (Unmanned Aerial Systems) and UAVs (Unidentified Aerial Vehicles) to fight wildfires and to site these at the Redmond Airport. Mayor Endicott reported that Switchblade Airplanes (car to plane) is interested in expanding its Prineville facility to the Redmond Airport and plans to start test flights in spring 2015.

Mr. Lee reported having 10-15 conversations with realtors about the language of the Airport Lease Policy. He commended Jon Stark's efforts to develop off-Airport aviation activities. Regarding new commissioners, he suggested reviewing the waiting list of commissioner applicants from the last interview process.

IX. ADJOURN

The next meeting is scheduled for Thursday, November 13, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 6:50 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this _____ day of _____, 2014.

Marc Henegar, Vice-Chair