



Redmond Municipal Airport-Roberts Field
2522 SE JESSE BUTLER CIRCLE, #17
REDMOND, OR 97756
541.504.3499
FAX: 541.548.0591
www.flyrdm.com

AIRPORT COMMISSION

Thursday, October 9, 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

Michael Newell
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 – June 12, 2014
- 2) Meeting Minutes – July 10, 2014
- 3) Meeting Minutes – August 14, 2014 (Cancelled)
- 4) Meeting Minutes – September 11, 2014 (Cancelled)

Exhibit 1
Exhibit 2

V. CONSENT AGENDA

VI. TOPIC

- 1) Airport Operations
- 2) FBO Agreement
- 3) Airline Agreements
- 4) Airport Rules & Regulations
- 5) Airport Lease Policy
- 6) RWY 4-22 Project
- 7) 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, June 12, 2014**

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

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

City Staff: Robert Noble, *Interim Airport Director*; Jeff Tripp, *Airport Director*; Nettice Honn, *Airport Services Coordinator*; Donelle Snider, *Administrative Assistant to Interim Airport Director*; Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *Council Liaison*; Joe Roshak and Thomas Headley III, *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 a quorum existed with six of eight Commissioners present.

II. ANNOUNCEMENTS

Mr. Noble said invitations have been issued for a barbecue on June 19, 2014.

III. COMMENTS FROM CITIZENS (None)**IV. APPROVAL OF MINUTES**

Motion 1 (6/0/0): Commissioner Foote moved to approve the minutes of April 10, May 1, May 8-12 (e-meeting), and June 3-6, 2014 (e-meeting). Commissioner Moor seconded the motion which passed unanimously.

V. TOPIC**A. Introduction of Jeff Tripp**

Mr. Noble introduced Ms. Honn, Ms. Snider, and Mr. Tripp. Mr. Tripp started officially on June 2, 2014, but attended meetings with the Budget Committee and City Council plus a townhall meeting in May.

B. FBO Update

Mr. Noble reported the Airport is being sued for (allegedly) interfering in the business relationship between Butler Aviation and K/C Aero. Airport and City staffs have negotiated in good faith for a new Fixed Base Operator agreement. The Airport's objectives have been, and continue to be, continuity of service and achieving a higher standard in the level of service provided. The Airport's position is that Airport consent and written agreements (to comply with the Airport's minimum standards) are required for any sublease to take place and that lack of such consent and agreements constitute a violation of existing leases

and City code. Councilors have been unanimous in supporting the Airport and agreeing it's time for a change. The Airport also needs a description of the facilities being leased. Phase 1 and Phase 2 environmental studies on the north side indicate contamination from Butler's old, single-wall tanks. No remediation plan has been received. Airport staff has advised Council a legal response is needed and the Airport should set up its own fueling facilities.

Mr. Tripp discussed his prior FBO experience and the logistics of Redmond Airport setting up its own fueling facilities to assure that services will be provided after expiration of the current north-side lease on July 27, 2014, including FAA (Federal Aviation Administration) requirements.

Commissioner concerns included their being informed about Airport issues prior to releasing this information to the public and how FBO services will be handled starting July 28 (staffing, remediation of current FBO fuel contamination, fueling availability, length of time the Airport would provide FBO services).

D. Airlines Update

Mr. Noble said American Airlines moved its scheduled morning departure to/evening arrival from Southern California to a 12:20 p.m. arrival and a 12:50 p.m. departure. The Airport worked with COAST (Central Oregon Air Service Taskforce) to present its concerns about this change (lack of advance notice, disruption of business travelers, weight restrictions, summertime heat). He discussed how American Airlines' current merger with US Air has impacted communications. Following consideration of Redmond's concerns, the airline agreed to restore the morning departure time by October 3, 2014, and to waive the guarantee. Sky West announced its intention to pull three planes out of service in Redmond by September 2014. Passengers are expected to gravitate toward Alaska Airlines to fill that service gap.

Commissioner concerns included logistic and marketing impacts of the American Airlines' schedule change on the Redmond community.

Mr. Noble discussed enplanement statistics, capacity and load factor trends. The Airport had 7,000 more passengers in May 2014 than in May 2013. Mr. Tripp and COAST will monitor this situation and keep trying to find more capacity.

The Airport has worked out a tentative five-year agreement with the airlines. Based on the budget, Council has agreed to some raises in charters over the next 12 months starting July 1, 2014.

C. Second Review of Lease Policy

Mr. Noble discussed changes made to address concerns expressed by Commissioners and citizens about building condition standards, lease extensions, transfer fees, and competitive Request for Proposal process. Don Lee has requested meeting with Mr. Noble and/or Mr. Tripp regarding "red flags" that realty professionals see in the draft lease.

Chair Newell invited comments from the public at 6:37 p.m.

Mr. Clark expressed concern about the administrative fee, renumbering of sections, and need for a real estate appraisal of leasehold improvements in absence of selling those improvements to someone else.

Mr. Lee recommended that Airport leadership meet with commercial real estate professionals to address "red flags" that might cause someone considering a project that would provide economic and Airport benefits to shy away from the Redmond community.

Commissioner discussion covered progress to date, next steps in the review process, and the timeline to get this lease policy implemented. Commissioner Foote recommended Commissioners review the revised draft in real time rather than via an electronic process.

VI. OTHER TOPICS

Mr. Noble thanked Commissioners for their support and advocacy at City Council, and requested they extend their support to Mr. Tripp as he will be tackling some tough issues. Mr. Noble discussed projects he has worked on during the last eight months and reported their status.

A. Taxi Lane Bravo Rehabilitation

Mr. Noble presented a written summary of a conference-call meeting he and Mr. Tripp had with representatives of the FAA, U.S. Forest Service, Oregon Department of Forestry, Senator Wyden, Senator Merkley, and Century West Engineering. As a result of this discussion, the FAA agreed to put this project back in the City's five-year Airport Capital Improvement Plan. If sufficient funding can be secured, this project could be built in conjunction with Phase 2 of the runway project (summer 2015).

B. Additional Accomplishments

Renegotiation of airline agreements, acquisition of a new concessionaire, resolution of staffing deficiencies, funding the runway rehabilitation project, extension of car rental agreements, condensing labor agreements, implementing Minimum Standards (Council approved on June 10), Airport Rules and Regulations (will be presented at Council's next meeting), Forest Service lease (only issue to resolve is how lease rates will be escalated over the term of the new lease), FBO lease (see Section V.B above), Airport lease policy (see Section V.C above), Airport budget (City Financial Manager satisfied), and negotiation of a five-year airline agreement.

VII. COMMISSIONER COMMENTS

All Commissioners commended Mr. Noble for his outstanding work on the Airport's behalf, thanked Ms. Snider and Ms. Honn for their assistance and support, and expressed confidence in Mr. Tripp's leadership ability.

Commissioner Foote cautioned that though the groundwork has been laid for the Airport to continue moving forward, there is still a long way to go.

VIII. ADJOURN

The next meeting is scheduled for Thursday, July 10, 2014, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 7:08 p.m.

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

Mike Newell, Chair



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REDMOND AIRPORT COMMISSION MINUTES

Thursday, July 10, 2014

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

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

City Staff: Jeff Tripp, *Airport Director*; Nettice Honn, *Airport Services Coordinator*; Donelle Snider, *Administrative Assistant*; Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *Council Liaison*; Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Stan Clark

Media: Jessie Foster and Dan McCarthy, *KTVZ Newschannel 21*

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting.)

I. CALL TO ORDER

Chair Newell called the meeting to order at 5:43 p.m.

Ms. Prow conducted roll call and confirmed that a quorum did not exist as only two of eight Commissioners were present.

II. ANNOUNCEMENTS (None)

III. COMMENTS FROM CITIZENS (None)

IV. APPROVAL OF MINUTES

Approval of the June 12, 2014, minutes was postponed due to lack of a quorum.

V. CONSENT AGENDA (None)

VI. TOPIC

A. FBO Update

Mr. Tripp reported an eight-hour marathon meeting last week with K/C Aero, Butler Aviation, and attorneys for all parties to discuss lease issues. Good progress was made in the initial negotiation stage. The next step will be for the lawyers to work together toward an amicable resolution. The City stated at that meeting that it retains the option to set up a Fixed Base Operation if an agreement can't be reached on the various issues. City Council initially set July 27, 2014, as the date the City would take over the FBO, but is leaving it up to staff's discretion based on how negotiations are going. Staff, particularly Ms. Honn, have done an outstanding job in preparing for whatever direction the City decides to take.

B. Airline Agreement Update

Mr. Tripp said staff are carefully reviewing the airline agreements to make sure the insurance documentation addresses Risk Management's concerns. Staff are expecting to mail the completed documents early next week.

C. Runway 4-22 Project Status Update

Mr. Tripp reported an e-mail from the Federal Aviation Administration this afternoon, informing him that the Airport has been awarded the grant it applied for. Construction is expected to start in August 2014.

Chair Newell requested a status report on the Connect Oregon grant application. Mr. Tripp said Redmond's application topped a list of 30 projects. He will attend the Oregon Transportation Board meeting in Salem next week.

D. Rules and Regulations Update

Mr. Tripp said he expected to present the new Airport Rules and Regulations at Council's July 22, 2014, meeting.

VI. OTHER TOPICS (None)

VII. COMMISSIONER COMMENTS (None)

VIII. ADJOURN

The next meeting is scheduled for Thursday, August 14, 2014, 5:30 p.m.

There being no further business, Chair Newell adjourned the meeting at 5:49 p.m.

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

Mike Newell, Chair