



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, November 12, 2015
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

Frank Reed
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 – September 10, 2015
- b) Meeting Minutes – October 8, 2015

Exhibit 1
Exhibit 2

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) Airport Executive Team Report
- b) Task Force Update
- c) American Airlines/Alaska headquarters meetings
- d) Exclusion Notice
- e) New positions

VI. OLD BUSINESS

- a) Lease Policy
- b) Airport Economic Development Plan

VII. NEW BUSINESS

- a) SCASDP update
- b) Connect Oregon
- c) Sustainable Cities Initiative Planning (Landscape Architecture and Marketing/Advertising)
- d) FAA Part 139 Emergency and TSA Security Table Top Recap

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.



AIRPORT EXECUTIVE TEAM REPORT

November 12, 2015

1) AIRPORT OPERATIONS PERFORMANCE METRICS

The attached report for September 2015 provides a snapshot of the Airport's air service numbers, key financial metrics (Revenue per Enplanement, Airline Cost per Enplanement (CPE), and Operating Efficiency), and monthly revenue figures.

2) AIR SERVICE INITIATIVES & UPDATES

SCASDP/Phoenix

The U.S. Department of Transportation (USDOT) awarded Redmond Municipal Airport (RDM) a grant of \$500,000 to attract commercial air service between RDM and Phoenix Sky Harbor International Airport (PHX). The grant is designated to serve as a revenue guarantee and marketing of the new air service route. RDM was 1 of 49 communities competing for the grant. Only 11 applicants were awarded the USDOT Small Community Air Service Development Program (SCASP) grant.

UPDATE: The SCASDP Grant was approved by the Redmond City Council on November 3, 2016.

3) RUNWAY 4-22 PROJECT

The third scheduled meeting of the Task Force occurred October 22. Staff will continue to hold informational meetings with various stakeholders (airlines, USFS, TSA, rental cars agencies, FBO, and restaurant), GA airport tenants, other civic organizations, etc. to provide continual project updates.

UPDATE: In winter operations. Spring start date tentatively scheduled for March 7, 2016.

4) USFS – CENTRAL OREGON INTERAGENCY DISPATCH CENTER (COIDC)

On March 23, the U.S. Forest Service issued a Request for Lease Proposals for an approximate 7,000 SF building to provide office space for their regional dispatch center at the Redmond Air Center. The Airport submitted a proposal which is currently under review by USFS.

UPDATE: Final bid provided to USFS/GSA. Awaiting information on the award.

5) TAXIWAY B REHABILITATION

Taxiway B is slotted to be reconstructed next summer/fall with design beginning this fall/winter. It will be funded through both FAA entitlement and discretionary funds. The project is estimated to cost \$3.5M. The Airport will

be responsible for 6.25% of the total cost. The USFS will provide a portion of these funds, although the amount has not yet been specified.

UPDATE: The Independent Fee Estimate has been completed and the Engineer of Record contract addendum for design and bidding costs will be presented to council for approval on November 17, 2015.

6). PERLAN II GLIDER TESTING

On September 16, 2015 the Perlan group will be tested a glider that's designed to fly efficiently at 50,000 feet but will fly acceptably at sea level and at 90,000 feet. It has 84 foot wingspan, can carry two pilots, scientific instruments, life support and two safety parachutes and has the same weight as a 1967 Volkswagen Beetle. The test flight included a media event and up to 50 worldwide visitors.

UPDATE: The Perlan Glider team attended the November 3, 2016 City Council to present the Mayor and Council with some items in recognition of the successful event. They also played a short video on the Perlan 2 flight (link provided below).

<https://www.youtube.com/watch?v=ijVF9tMO3q0>



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

SEPTEMBER

<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			-100.0%
November	18,945	18,192	20,075	20,405			-100.0%
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	82,882		
Deplanements	241,200	234,961	258,048	267,211	82,018		
Total Passengers	482,487	470,261	515,967	538,774	164,900		

KEY METRICS						
<i>Revenue Per Enplanement</i>	FY 14/15	FY 15/16	Benchmark	Goal	September 2015	
	\$ 15.36	\$ 15.03	\$ 13.41	> \$15.00	\$	14.28
<i>Airline Cost Per Enplanement (CPE)</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 5.78	\$ 6.16	\$ 6.24	< \$6.00	\$	5.85
<i>Operating Efficiency</i>	FY 14/15	FY 15/16	Benchmark	Goal		
	\$ 20.36	\$ 21.51	\$ 15.29	< \$20.00	\$	13.55

August						
REVENUES (by Fiscal Year)	2012/13	2013/14	2014/15	2015/16	% Chg	
Passenger Facility Charge	\$ 67,613	\$ 79,407	\$ 84,920	\$ 61,292	-27.8%	
Landing Fees	\$ 71,987	\$ 82,932	\$ 69,038	\$ 77,557	12.3%	
Fuel Flowage Fees	\$ 14,229	\$ 13,525	\$ 13,137	\$ 12,848	-2.2%	
Fuel (Gallons) Jet A	173,254	182,947	181,909	178,263	-2.0%	
Fuel (Gallons) Avgas 100LL	30,024	10,274	5,759	5,275	-8.4%	
Fuel Tank Fees	\$ -	\$ -	\$ -	\$ 247.70	0.0%	
Space Usage Fees	\$ 57,202	\$ 56,506	\$ 46,954	\$ 50,471	7.5%	
Supplemental Security Fee	\$ 10,397	\$ 5,320	\$ 16,523	\$ 17,693	7.1%	
Parking	\$ 118,035	\$ 145,194	\$ 174,886	\$ 188,195	7.6%	
Rental Cars	\$ 69,203	\$ 65,997	\$ 75,349	\$ 90,127	19.6%	
Rental Cars Lot Fees	\$ -	\$ 6,170	\$ 5,348	\$ 5,348	0.0%	
Concession Commissions	\$ 8,551	\$ 9,486	\$ 9,728	\$ 10,528	8.2%	
General Aviation	\$ 24,842	\$ 28,477	\$ 25,248	\$ 30,402	20.4%	
Forest Service Leases	\$ 37,449	\$ 38,194	\$ 51,549	\$ 51,819	0.5%	
Total Revenues for month:	\$ 479,509	\$ 531,209	\$ 572,680	\$ 596,527	4.2%	
Total Operating Cost for month:	\$ 338,115	\$ 337,226	\$ 330,296	\$ 337,261	2.1%	
Cargo (Lbs)	166,271	164,557	165,662	171,623	3.6%	



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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

September 10, 2015

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

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

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

City Staff: Zachary Bass, *Airport Business Manager*; Nettice Honn, *Aviation Program Manager*; Nicole Jurgensen, *Airport Security Manager*; Felila Narotski, *Airport Business Coordinator*; Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *City Council Liaison*; George Endicott, *Mayor*; Joe Roshak and Thomas Headley III, *Century West Engineering*; Phillipp Spitzer, *Leading Edge Jet Center*; Don Lee, *NW Commercial*; Stan Clark; Steve White

Media: Dave Morgan, *Redmond News Today*

(The 3-digit number after a motion title shows 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 5:35 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 9) was present.

II. ANNOUNCEMENTS

Mayor Endicott requested that everyone observe a moment of silence on Friday, September 11, 2015, 14th anniversary of the September 11, 2001, attacks.

III. COMMENTS FROM CITIZENS

Visitors introduced themselves at Chair Henegar's request but did not comment otherwise.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Knight moved to approve the minutes of August 13, 2015. Mr. Foote seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS, AND PRESENTATIONS

A. Airport Executive Team Report

Staff provided additional details on the September 10, 2015, report:

- 1. Airport Operations Performance Metrics:** Mr. Bass reported enplanements and deplanements during July 2015 were record-breaking and August 2015 enplanements (29,276) were the best ever.

- Air Service Initiatives and Updates:** Mr. Bass said Allegiant Airlines was unlikely to return to Redmond Airport. United Airlines confirmed today that the 2nd Denver flight and 3rd San Francisco flight will now be year-round.

Ms. Honn reported the seasonal Redmond-Los Angeles (RDM-LAX) service ended on September 9. Starting December 17, Sky West will provide one daily round trip on a 50-seat CRJ-200 aircraft. Effective January 5, 2015, this service will be provided by another airline on a 76-seat, 2-class, Embraer E-175 regional jet.

- Runway 4-22 (5-23) Project:** Mr. Headley said redesignations of Runway 4-22 to 5-23 and Runway 10-28 to 11-29 were posted on August 20. A two-phase replacement of signage and facility markings began on September 8, 2015.
- Engineering Services RFQ (Request for Qualifications):** Mr. Bass reported the new Airport Engineer of Record: Morrison and Maierle, Inc. He stated Century West had done an outstanding job during its five years as the Engineer of Record and will continue working with the Airport to complete the 4-22/5-23 project.
- Rental Car Concession RFP:** Mr. Bass said the Airport decided to exercise the final one-year extension in the current contract. The Airport will redesignate seldom-used motorcycle stalls to accommodate Enterprise Rent-A-Car's request for five new parking stalls, increasing Enterprise's monthly rental fee by \$150. As allowed in the current contract, the Airport will analyze all car rental operations later this fall and reallocate parking based on market share.

Ms. Jurgensen discussed safety concerns which require motorcycles to have their own parking area.

Committee members suggested rental car and motorcycle parking options.

- Air Service Consultant RFQ:** Mr. Bass reported the Airport received four bids for a three-year contract and selected Mead & Hunt.
- Central Oregon Interagency Dispatch Center:** Mr. Bass said the U.S. Forest Service (USFS) was reviewing proposals, including Redmond's, to provide office space for the regional dispatch center at Redmond Air Center. No decision has been made yet.
- Taxiway B Rehabilitation:** Mr. Bass said the Airport was expecting to receive a design scope of work this fall/winter for construction taking place in summer/fall 2016. Full funding through a combination of state and federal grants is being sought; the USFS has signed a contract to provide \$30,000 for the design costs.
- Airport Business Update:**
 - * **Staff Update:** Ms. Jurgensen said her new part-time Security Assistant was expected to start on September 21, following satisfactory completion of background and security checks. Mr. Bass reported changes to job titles for himself and Ms. Honn. A new Facilities Supervisor is expected soon.
 - * **Bombardier:** Mr. Bass said engineers from Bombardier Flight Testing Center in Wichita completed all tests on the C Series (CS100) experimental aircraft. They had a positive experience and would consider Redmond Airport for future uses.

- * The Perlan Project: Mr. Bass presented a handout and referenced an article in The (Bend) Bulletin. The 84-foot wingspan glider, the same weight as a Volkswagen Beetle, can carry two pilots, scientific instruments, life support, and two safety parachutes. The September 21 test flight will be filmed by The Discovery Channel Canada (*Daily Planet* series) and by another production company (*Red Bull* series). The City and Airport will issue a press release.
- * Restaurant Build-Out: Mr. Bass said the current restaurant has been posting good numbers. The restaurant will close temporarily on October 1 and reopen at twice its current size with a bar separated from the main dining area. The Airport is contributing \$25,000 to help with installation of an exhaust hood which will cost \$42,000; the Airport will retain the hood if the current restaurant leaves.

Committee concerns included visibility of the restaurant and its limited client base.

Mayor Endicott recommended that Sustainable Cities Initiative students include publicity about the restaurant in the marketing project they are doing for the City.

- * Wi-Fi Update: Mr. Bass announced the Airport will provide greater capacity (100 MB) and more access points in its wireless service starting next week.
- * Kid Zone Expansion: Mr. Bass said design of the new Kids Zone space will be a collaboration between Bend Memorial Clinic Pediatrics and the Airport. The expansion project is expected to start in early January 2016.
- * FBO Update: Mr. Spitzer reported Leading Edge had a soft opening on August 1 and will hold its grand opening on October 1, 2015. Company activities to date included the Bombardier testing (positive comments about the airport and Central Oregon, interest in future projects), busy fire session, staff training (National Transport Association's "Safety First"), and structural updates. Leading Edge now has 13 staff in Redmond and 40-50 in Bend. He relocated from Denver the end of July and said he was glad to be here.

Committee concerns included marketing/visibility of the new FBO and Leading Edge retail fuel costs (Redmond vs. Bend Airports).

B. City Council Airport Update

Mr. Bass outlined topics the Airport intended to discuss during its annual update to Council.

Committee members requested a copy of the PowerPoint that will be presented to Council and earlier involvement in the 2016-2017 budget process.

VI. **OLD BUSINESS**

A. Rules and Regulations

Subcommittee: Sean Neary, Chair; Kelly Coffelt, Eric Sande, Stan Clark

Ms. Honn reported all subcommittee comments were integrated. The only substantial change has been to add a section on recreational marijuana.

Chair Henegar summarized the review process to date and commended subcommittee members and Airport staff for their work on this document.

Mr. Clark said he was not notified of any subcommittee meetings and recommended the "movement area" be defined more narrowly to apply only to runways and taxiways.

Ms. Honn and Mr. Coffelt assured Mr. Clark that his written comments were considered and included in the draft document. "Movement area" and other definitions included in the draft were aligned with those approved by the FAA (Federal Aviation Administration).

Mayor Endicott recommended that Mr. Clark review the final draft and invited him to attend the Council review of that document and offer comments at that time.

Motion 2 (5/0/0): Mr. Knight moved that the Airport forward the Airport Rules and Regulations to Council with a recommendation for approval. Mr. Coffelt seconded the motion which passed unanimously.

B. Lease Policy

Subcommittee: Doug Knight, Chair; Marc Henegar, Stan Clark, Don Lee

Chair Henegar said he and Mr. Knight will meet on September 18, 2015, 3-5 p.m., for a final review of the draft before it is presented to Council on October 27, 2015.

Following committee discussion of the philosophical direction (one vs. two policies for properties inside vs. outside the security fence) and the importance of a consistent lease policy, Mr. Knight requested Airport Committee review/approval of the final draft prior to presentation at the October 27 Council meeting.

VII. NEW BUSINESS

A. Airport Strategic Plan

Mr. Bass reported the Airport requested a Statement of Work from a consultant on a two-phase plan (estimated cost: \$100,000). He suggested incorporating the cost of a strategic plan as part of the Master Plan update which the Airport must start in summer 2016. He will explore this topic further with other airports.

Mayor Endicott asked how this plan would relate to Redmond's comprehensive plan.

Committee concerns included the Airport's role as an economic driver, relationship of a \$100,000 strategic plan on a \$600,000 master plan and a multi-million-dollar work plan, timeline (6-12 months), Airport work plan vs. Airport Committee work plan, and doing all plans in the right order to get the most value and help the Airport move forward.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Coffelt reported recent activities at the Prineville Airport: finishing the master plan, resurfacing a runway, and gearing down the 2015 fire season. Most assets have been deployed to other areas this summer. He commended staff for the quality of their presentations at this meeting.

Mr. Foote presented a *One Six Right* DVD regarding general aviation operations at the Van Nuys (California) Airport.

Mayor Endicott recommended changing the year-to-date metrics on the monthly performance report to reflect totals on the basis of Month 1 of one year to Month 1 of another year.

Chair Henegar stated he and Mr. Knight would review Ed Fitch's comments (September 10, 2015, letter) before the September 18 meeting of the Airport Lease Policy Subcommittee.

IX. ADJOURN

With no further business, Chair Henegar adjourned the meeting at 6:40 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



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EXHIBIT 2

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

October 8, 2015

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

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

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

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

Council Liaison: Jay Patrick

Visitors: Joe Roshak and Thomas Headley III, *Century West Engineering*; Don Lee, *NW Commercial*; Garry Finley; Stan Clark

Media: None; Beau Eastes, *The Bulletin*; Dave Morgan, *Redmond News Today*

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

I. CALL TO ORDER

In the absence of both the Chair and Vice-Chair, Mr. Bass called the Redmond Airport Committee (AC) meeting to order at 5:37 p.m.

Ms. Prow called the roll and confirmed there was no quorum as only 4 of 9 members were present. Mr. Foote was present via telephone.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Mr. Bass postponed approval of the September 10, 2015, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Executive Team Report

Mr. Bass presented the executive team's report (PowerPoint), providing more detail on specific items (as numbered in the report) when requested by AC members:

- 2. Air Service Initiatives & Updates:** Redmond Airport received a \$500,000 grant from USDOT (federal Department of Transportation) through the Small Community Air Service Development Program. The SCASDP grant is designated as a revenue

guarantee for acquiring and marketing a new direct route to Phoenix, Arizona (PHX). In response to a letter of interest, a team representing Redmond Airport will meet with American Airlines in Fort Worth, Texas, on October 30, 2015. The team will consist of Mr. Bass, Redmond's airline consultant, Roger Lee/EDCO (Economic Development of Oregon) or Jon Stark/REDI (Redmond Economic Development, Inc.), and Alana Hughson/COVA (Central Oregon Visitors Association).

3. **Runway 4-22 Project:** Runway Landing Designator Markings and Surface Holding Position Signs for Runways 4-22 (to 5-23) and 10-28 (to 11-29) have been completed and all NOTAMs (Notices to Airmen) canceled. Mr. Headley discussed winter cool-down work that Knife River will do outside the operations area starting in November 2015. Runways will not be closed down for pre-construction activities.
4. **Rental Car Concession RFP:** The Airport exercised the final one-year extension in the current contract. Staff are waiting on a few insurance documents. The extension addendum will allow the Airport to start considering a Customer Facility Charge (CFC) this winter. The Airport will issue a new Request for Proposals next fall.
5. **Air Service Consultant RFQ:** Following issuance of a Request for Qualifications, the selection committee recommended that Mead & Hunt continue as Redmond's Air Service Consultant. City Council confirmed this selection on September 22, 2015.
6. **USFS – Central Oregon Interagency Dispatch Center:** Staff are working to ensure Redmond's final bid is beneficial (or at least cost-neutral) to the Airport.
7. **Taxiway B Rehabilitation:** The Airport's Engineer of Record has submitted a Scope of Work for the design and bid process. An independent fee estimate is underway and will be presented to City Council. The Airport is seeking full funding through a combination of state (Connect Oregon) and federal (U.S. Forest Service) grants. Design is expected to start in about a month.
1. **Airport Performance Metrics Report:** Mr. Bass reviewed statistics from the August 2015 report. Enplanements and deplanements in the first quarter of fiscal year 2015 were up 7% over the those for the same timeframe a year ago.
10. **Perlan II Glider Testing:** Mr. Bass said the test flight went well and commended Airport Operations and Facility Manager Winton Platt for his leadership and planning.

Mr. Lee commented that the Perlan glider presentation at Kiwanis was very informative. The glider crew praised Redmond Airport staff for their helpfulness and were appreciative of community support. The chairman of the Airbus Group, director of the FAA (Federal Aviation Administration) under President Ronald Reagan, expressed a positive opinion of the Airport's potential and offered his assistance.

Business Updates:

- * **Restaurant Build-Out:** Mr. Bass reported construction was behind schedule due to issues the concessionaire had with contractors. The Airport is pushing to get this project completed before the Thanksgiving rush.
- * **Wi-Fi:** The Airport now has 25 MB available and capacity should increase to 100 MB within the next month.

- * Kid Zone Expansion: Bend Memorial Clinic is taking bids from individuals and companies experienced in building this type of facility. Mr. Bass said he was expecting a proposal in November. If all goes well, construction would start in January 2016.
- * Advertising: Mr. Bass discussed the Airport's theme and potential locations. A sample "Fly Redmond" product will be affixed to the baggage claim equipment next week and tested for wear-and-tear. Students from the University of Oregon (Sustainable Cities Initiative Program) will assist with research and development of marketing strategies.
- * Museum/Static Display: Mr. Bass reported a potential use for a large empty space in the pre-security area which has been hard to fill due to being out of the regular traffic flow. Staff has had preliminary discussions with the U.S. Forest Service and others regarding a walk-through museum about smokejumpers, firefighting, and aviation.
- * Customer Interaction Chalkboard: Mr. Bass summarized a proposal to install a large (6-foot by 4-foot) chalkboard to encourage customer interaction.

B. Air Service 101

Mr. Bass outlined how the Airport staff, Airport Committee, City leadership team, and (possibly) Council could benefit from learning more about the Airport. For this meeting, he discussed airline data available, impact of fuel prices, industry changes/trends (hub consolidation), route forecasting (metrics, process), route potential profit, and capacity purchase agreements. He will meet with several airlines – Sky West, United, Delta, Alaska, and Southwest – at their headquarter offices over the next two months. American Airlines will start swapping out planes for LAX (Los Angeles) in January 2016. The rest of Redmond's carriers are also expected to upgrade their planes, but when has not been specified. Community incentives to increase capacity included revenue guarantees. According to the Redmond's air service consultant, the best way to attract new service to is to keep load factors (bodies in seats) high. He requested ideas for future topics. Ms. Honn commented that airlines are profit-based businesses and explained why ticket prices at larger airports can be lower than those at regional airports, such as Redmond.

Committee concerns included number of paying customers vs. staff on flights, when American Airlines will start using larger planes, and how profitable Redmond service is.

VI. OLD BUSINESS

A. Lease Policy

Mr. Bass presented a clean copy of the October 6 lease policy which is for aeronautical use only. The subcommittee has met twice since the last AC meeting. Questions/changes should be e-mailed to Subcommittee Chair Knight before the subcommittee's last meeting on October 28. AC members will review the final draft at their November meeting. Ms. Honn said leases for land outside the fence will default to the City's Community Development Department. Mr. Bass noted that lack of a specific policy for "outside" lands would give the Airport more flexibility in negotiations. Airport staff will support a separate policy if one is needed in the future.

Mr. Lee noted the lease policy didn't include land outside the security fence.

Mr. Clark requested a copy of Ed Fitch's letter be sent to him and to Mr. Lee as members of this subcommittee. Ms. Honn said she would take care of this.

B. Airport Minimum Standards: Mr. Bass promised to e-mail this document to the Airport Committee.

- C. Airport Rules and Regulations: Councilor Patrick said Mr. Clark presented his suggestions to Council. Mr. Bass said the subcommittee was not expected to meet again. Staff will meet with Subcommittee Chair Neary first and then Mr. Clark.

VII. NEW BUSINESS

A. Airport Strategic Plan

Mr. Roshak explained the FAA's rationale for items to be included in airport master plans.

Committee members discussed similarities and differences of strategic, business, and master plans and the Airport's need to comply with extra federal regulations. Mr. Centers stated a strategic or business plan was broader than the FAA-specified master plan.

Mr. Centers, Mr. Foote, and Mr. Bass agreed to meet next week.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg summarized activities at the Madras Airport this year. Attendance at the Air Show of the Cascades was phenomenal on Friday, and Saturday promised to be the same until the air portion of the show had to be canceled due to the Culver fire (1st cancellation in 16 years). Other activities included Runway 4-22 close-outs, Runway 16-34 reconstruction, commissioning of new fuel tanks, Erickson Aircraft Collection (27 active Warbirds; Veterans thank-you dinner on October 23). After two years of negotiation, the FAA, Oregon Department of Agriculture, and City of Madras have approved installation of a grass runway (75 feet x 5,000 feet) just west of Runway 16-34. Funding for this project is coming from the Erickson Aircraft Collection.

Mr. Centers said the Erickson Aircraft Collection was one of the best small ones in the United States. He commended staff's pursuing the airlines now that Redmond Airport is set for a major upswing in air travel.

Councilor Patrick requested an update on the Airport Task Force. Mr. Bass said the task force will hold its next meeting on October 22. Heather Cassaro, the City's Communications Manager, will handle the Airport's media push for the next eight months. A survey is being considered to better identify customer needs during the temporary airport closure.

Mr. Neary confirmed that the airlines are no longer selling seats for the temporary closure period.

Mr. Neary commended Airport staff for their good work. He reported attending the Air Show of the Cascades in Madras for the first time and had a great time.

IX. ADJOURN

With no further business, Mr. Neary adjourned the meeting at 6:36 p.m.

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

ATTEST:

Marc Henegar
Chair

Zachary Bass
Airport Business Manager