



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, February 12, 2015
5:30 PM

COMMITTEE MEMBERS

Marc Henegar
Chairman

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Doug Knight
Member

Tim Moor
Member

Sean Neary
Member

Eric Sande
Member

Frank Reed
Youth Ex-Officio

Jay Patrick
Council Liaison

George Endicott
Alternate Council Liaison

MEETING AGENDA

I. CALL TO ORDER

II. ANNOUNCEMENTS

- 1) Introduction of committee member
 - a. David Foote (Redmond)

III. COMMENTS FROM CITIZENS

IV. APPROVAL OF MINUTES

- 1) Meeting Minutes – December 11, 2014 Exhibit 1
- 2) Meeting Minutes – January 8, 2015 Exhibit 2

V. CONSENT AGENDA

All items listed under the consent agenda are considered to be routine and will be enacted by one motion. If separate discussion is desired, that item will be removed from the consent agenda and considered separately.

VI. OLD BUSINESS

VII. NEW BUSINESS

- 1) Election of 2015 Officers (Chair and Vice Chair)
- 2) Discussion Item #1 – Establishment of subcommittee(s)
- 3) Discussion Item #2 – Appointment of representative to the Redmond Development Committee

VIII. COMMITTEE REPORTS (IF AVAILABLE)

IX. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- 1) Airport Director's Report

X. COMMITTEE MEMBER COMMENTS

XI. 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.



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EXHIBIT 1

REDMOND AIRPORT COMMITTEE MINUTES

Thursday, December 11, 2014

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

Committee Members Present: Marc Henegar, *Chair*; Kelly Coffelt, David Foote, Tim Moor, Eric Sande (excused: Doug Knight, Kenny Larkin; absent: Rob Berg; 1 vacancy)

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

Visitors: George Endicott, *City Council Liaison Alternate*; Tom Headley and Joe Roshak, *Century West Engineering*; Stan Clark; Don Lee, *NW Commercial*; Anthony LeLouis; Sean Neary

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 committee members voting in favor/against/abstaining.)

I. CALL TO ORDER

Mr. Tripp called the meeting to order at 5:32 p.m. and welcomed the visitors.

Ms. Prow called the roll and confirmed that a quorum did not exist as only four of eight committee members were present.

II. ANNOUNCEMENTS

Mayor Endicott summarized the City commission/committee restructuring process. All but two commissions became advisory committees. The Urban Area Planning Commission and Historic Landmarks Commission retained their current titles as they have quasi-judicial authority on behalf of the City.

III. COMMENTS FROM CITIZENS (None)

V. CONSENT AGENDA (None)

VI. TOPIC

Mr. Tripp presented the Airport Director's Report – December 11, 2014. Staff are continuing to modify the monthly format to better report airline passenger statistics and airport revenues.

A. Airport Operations

Mr. Tripp said the Airport experienced several closures in the past month due to extreme weather conditions (icing, freezing rain, fog). The Airport was open throughout the recent snowstorm until freezing rain forced closure. Extremely strong winds (40 to 50 miles per hour) caused some cancellations, diversions, and delays earlier today but normal function has been restored. Backup generators enabled maintenance of critical functions during the

power outage. He commended Airport staff for their hard work to return to normal operating conditions and prevent slipping/falling accidents on walkways and parking lots.

He summarized actions taken to improve the Airport's ability to stay open during storm events and enhance communication with the public. The Airport is purchasing a 5-year-old, 750-gallon, towable runway de-icer with a 75-foot spray boom (current de-icer has a 50-foot boom). Press releases will be issued to provide a better picture of how the Airport handles storm events and its scope of responsibility (metrics) related to those activities.

B. FBO Agreement

Mr. Tripp summarized the background and progress of the fixed-base operator agreement to date. The Airport provided a status update at the October 28 City Council meeting. He, City Manager Keith Witcosky, and Community Development Director Heather Richards met with the owners of Butler Aircraft Services, Butler's general manager, and a KC Aero representative on November 4 to review submittal requirements. Butler presented the majority of the needed information a day before the November 25 deadline. He is working closely with Butler's general manager to complete the application process. He and the City's Risk Manager are coordinating with Butler's insurance provider to ensure the proper levels of coverage are provided. Code changes to the Airport's minimum standards are needed to address environmental concerns about the fuel storage facility. Following staff review, he will present Butler's FBO application to Council for its consent.

Mr. Tripp responded to Committee concerns about reviewing proposed code changes and Butler's performance during the application process.

Mayor Endicott explained that the time constraint was being driven by a sub poena. He emphasized that Council deadlines made it clear that allowing staff extra time to work through the issues did not mean the City was backing off. The City has to provide FBO services if no one else will, but would prefer that the private sector do this.

C. Air Service Initiatives and Updates

Mr. Tripp said Airport staff, representatives of Mead & Hunt (air service consultant), EDCO (Economic Development of Central Oregon), and COVA (Central Oregon Visitors Association) met with Alaska Airlines in Seattle, Washington, on November 21, American Airlines in Dallas, Texas, and Delta Airlines on December 3. The goals are to assure service continuation and to increase capacity and frequency of flights. Meetings held with United Airlines, Skywest Airlines, and Delta Airlines have been very positive. The major concern at this point is to assure that American Airlines has the load factors it needs to justify its midday (formerly morning) flights. He is planning to attend the annual air service meeting in spring 2015.

D. Airport Rules and Regulations

Mr. Tripp reported he wanted to reconvene the subcommittee for one more review of the rules and regulations prior to a final public comment period and presenting them to Council.

E. Airport Lease Policy

This project was suspended during the transition from the Interim Airport Director to Mr. Tripp. Mr. Tripp requested that the subcommittee reconvene to review the lease policy, along with City staff, prior to releasing it for a final public comment period. His goal is to get this to Council as early as possible in 2015.

F. Runway 4-22 Project

Mr. Tripp summarized progress to date and presented a Project Schedule for Phase II dated December 3, 2014. Phase I of the reconstruction was completed on November 14, 2014. He commended Century West and High Desert Aggregate for working in the middle

of a snowstorm. Phase II is 90% designed and should be ready by December 19 for FAA (Federal Aviation Administration) review and final comment. The revised project has been influenced by stakeholders' preference for the Airport to stay open during busy summer months and timing of the second federal grant in mid-2015. Some work will be done in fall 2015, but most is planned for spring 2016. Staff will meet with stakeholders, Airport Committee, Airport tenants, Council, and others. The goal of these meetings will be to provide information about the scope of work, scheduling, and City efforts to minimize impacts of the expected closure in May 2016 during construction at the intersection of both runways.

G. Terminal Energy Efficiency Improvements

On October 29, the City announced it was embarking on a \$1.2 million Energy Savings Performance Contract to improve City buildings by replacing incandescent lights with LEDs (light-emitting diodes). Savings are expected in energy costs, materials, and labor, since incandescent bulbs last 2 years, while LEDs last 7-10 years. Ameresco (energy auditor on over 272,000 square feet of building space) will design, construct, commission, and verify the project. Ameresco identified additional funding (\$100,000) which the Airport can use in a variety of ways. City staff met with contractors and consultants on December 4 to discuss the project schedule. Upgrades to the terminal, Airport operations (snow removal) building, and Airport fire station are expected to start by the end of December 2014. He credited the Public Works Department with spearheading this project.

H. City Code Update – Airport Committee

Mr. Tripp presented a copy of Redmond Code Sections 2.580-2.588 which Council approved on October 28, 2014. He summarized changes in how the Airport Committee will operate including addition of a youth (ex officio) member, annual report to Council, and membership on the Redmond Development Committee. He asked Committee members to contact him with comments and/or corrections.

Mayor Endicott said Section 2.583(4) should read (new wording): “**Appointments.** The Mayor, with the approval of the City Council, shall appoint all members with recommendations received from the City of Bend, Deschutes County, Crook County and Jefferson County pertaining to their respective representatives.”

I. Airport Personnel

Mr. Tripp said he has hired two new staff, is in the process of hiring an Executive Assistant, and is looking for a Property and Contract Specialist. He is reviewing the budget to see if it will support hiring more operation positions to assure coverage from 4 a.m. to midnight or later, depending on flight schedules.

Felila Narotski, Airport Business Coordinator, started on December 8. She has a Bachelor degree in Accounting and a Masters in Business Administration plus 20 years of experience. Once she's up to speed, budgetary and financial reporting will include more useful information and be distributed to the Airport Committee, City Manager, and Council and posted on the Airport's webpage.

Zachary Bass, Airport Projects and Grants Coordinator, will start on February 6, 2015. He has a Bachelor degree in Business Administration and a Masters in Project Management plus experience in the U.S. Air Force and as a small business owner. His responsibilities will include design and construction of all Airport capital projects (grant- and nongrant-fundable) and administration of the Airport's grant program.

Mr. Tripp presented a copy of an e-mail he received from the American Association of Airport Executives on December 10. The Redmond Airport tower is not an FAA facility but is run by a private company that provides air traffic control services through an FAA

program. If passed by the Senate and signed by the President, the House omnibus spending bill will provide funding for the contract tower program through September 30, 2015. He thanked everyone who contacted their Congressional delegations urging support of full, dedicated funding to the FAA Control Tower program.

VII. OTHER TOPICS

A. Runway 4-22 Phase II Project Overview and Scheduling

Mr. Tripp said the original \$5 million runway overlay project two years ago was now expected to cost \$18-20 million due to expansion of the project scope at the request of the FAA. He emphasized the importance of communicating with the public and stakeholders as early as possible about the scope of this massive project. The Airport is doing everything it can to minimize impacts to stakeholders from the tentative May 2016 airport closure.

Mr. Roshak stated Phase I was substantially complete except for some painting which will be done in spring 2015. He presented photos of what RWY 4-22 looks like today and discussed the Phase II project scope (runway changes, design, materials), FAA funding schedule, construction timeline, and what project information should be presented to the public. Closure of RWY 4-22 could be held to 15-21 days in May 2016 if crews worked 24 hours a day. Benefits of this project include adding federal dollars to the local economy, reducing the length of time the Airport will be shut down for reconstruction of RWY 10-28, and complying with FAA standards.

Mayor Endicott suggested comparing the scope of this project to tearing out and replacing a four-lane highway between Bend and Redmond in 15 days.

Committee concerns included making the Airport FAA-compliant and safe, maintaining an ongoing dialogue with the airlines, focusing on the benefits to doing this project now in press releases, and suggesting alternate trips as mitigation during the anticipated closure.

Mr. Clark suggested removing “up to” references when providing metrics.

Mr. Tripp discussed contingency plans for equipment breakdowns and material shortages.

B. Committee Member Recruitment

Mr. Tripp said the terms of three members (Mr. Foote, Mr. Larkin, and Mr. Sande) will soon expire. Staff are also recruiting a Youth Ex Officio member, who will serve a one-year term.

Mayor Endicott said he expected to appoint new Airport Committee members next week. Mr. Larkin has indicated he will not reapply due to his work schedule.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Foote thanked staff for sending the Airport Director’s Report in advance of the meeting. For meeting efficiency, he suggested asking members at the start of each meeting if they have read the report and have any questions.

Mr. Moor said the Airport Director’s Report was very helpful. He commended Nicole Jurgensen for getting information on Airport closures out sooner. Mr. Tripp said Ms. Jurgensen has been receiving training about how to be a public information officer, including posting alerts on the Airport webpage and issuing press releases on a regular basis.

Mr. Coffelt said the Airport Director’s Report is fantastic.

Mr. Sande commended Mr. Tripp for the good job he has done since coming on board.

VIII. COMMENTS FROM CITIZENS

Mr. Lee recommended posting the agenda and meeting packet on the Airport website, recommended topics for press releases, and suggested additional ways to inform the public (Redmond Buzz) and the airlines about transportation alternatives. Mr. Tripp outlined options for meeting passenger needs during the tentative May 2016 airfield closure.

Chair Henegar arrived at 6:39 p.m., establishing a quorum.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of October 9 and November 20, 2014. Mr. Sande seconded the motion which passed unanimously.

IX. ADJOURN

The next meeting is scheduled for 5:30 p.m., Thursday, January 8, 2015.

Chair Henegar recommended reviewing the meeting schedule at the January 2015 meeting, and reminded members that Councilor Patrick was unable to attend midday meetings due to other commitments.

There being no further business, Chair Henegar adjourned the meeting at 6:40 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this _____ day of _____, 2015.

Marc Henegar, Chair



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EXHIBIT 2

REDMOND AIRPORT COMMITTEE MINUTES

Thursday, January 8, 2015

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

Committee Members Present: Marc Henegar, *Chair*; Doug Knight, Sean Neary, Eric Sande
(excused: *Ross Centers, Kelly Coffelt, Tim Moor*; absent: *Rob Berg*; 1 vacancy)

Youth Ex Officio: Frank Reed

City Staff: Jeffrey Tripp, *Airport Director*; Nettice Honn, *Executive Assistant*; Nicole Jurgensen, *Airport Security Coordinator*, Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *City Council Liaison*; George Endicott, *Council Liaison Alternate*; Joe Roshak, *Century West Engineering*; 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 committee members voting in favor/against/abstaining.)

I. CALL TO ORDER

Chair Henegar called the meeting to order at 5:33 p.m., welcoming members and visitors.

Ms. Prow called the roll and confirmed that a quorum of members did not exist with only three of eight present. Mr. Knight arrived at 5:37 p.m., which still did not constitute a quorum.

Mr. Neary summarized his employment background (auto rental vendor at Spokane and Portland airports, attorney) and interest in aviation.

Mr. Reed said he was a student at Redmond Proficiency Academy and wanted to know how the Airport works.

Mr. Knight discussed his experience (engineering, development, landlord lease law), civic involvement (Bend: neighborhood associations, landmarks commission, planning commission, city council), and interest in aviation (instrument-rated pilot).

II. ANNOUNCEMENTS

Mayor Endicott explained the value of youth engagement in city government and encouraged all members to share their insights.

III. COMMENTS FROM CITIZENS (None)

IV. APPROVAL OF MINUTES

Chair Henegar postponed approval of the December 11, 2014, minutes due to lack of a quorum.

V. CONSENT AGENDA

None.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Election of 2015 Officers

Chair Henegar postponed election of officers due to lack of a quorum.

B. Discussion Item #1 – Establishment of Subcommittees

Mr. Tripp said he wanted to reconvene the subcommittees for another review of the Airport Rules and Regulations and the Airport Lease Policy before publishing these documents for a final public comment period.

Mayor Endicott said former committee member David Foote strongly advocated for the Airport to have a strategic plan in addition to its master plan.

Chair Henegar noted some of the consultant work for the master plan could also be used for a strategic plan. Committee members discussed developing a strategic plan previously but did not reach consensus on what needed to be done, timing, and funding. He expressed support for developing a framework to identify what the Airport will work on over the next two years. He suggested an Airport Communications Subcommittee (to improve Airport communications with the community) and a Master Plan Update Subcommittee.

Committee concerns included the Airport Committee's role, working with banks to reduce their anxiety about financing leased property, who requires the reversion clause included in Airport leases, and how the location of the security fence was determined.

Mayor Endicott reported he and Mr. Witcosky spoke to Rotary and Redmond Executive Association today about development opportunities for Airport-owned lands outside the security fence. Council has discussed the value of a closer relationship between the Airport Director and Community Development Director. He suggested the Airport Committee consider holding a joint meeting with the [Redmond Urban Area] Planning Commission.

Mr. Witcosky recommended updating the Airport Committee's work plan. He agreed on the importance of exploring development opportunities inside/outside the fence. A base level of knowledge about tenants and uses on Airport property would enable the Airport Committee to make strategic recommendations on industries the Airport should pursue.

Chair Henegar invited citizen comments.

Mr. Clark suggested moving the fence back from the road to create deeper lots along Airport Way.

C. Discussion Item #2 – Appointment of Representative to Redmond Development Committee

Mayor Endicott said the RDC was formed to develop a strategic plan to help Redmond recover from the recession. Council is reconstituting this committee with the chairs of the City's other commissions/committees to oversee implementation of the Redmond Development Plan. He would prefer that RDC members be Redmond residents.

D. Discussion Item #3 – Meeting Schedule for 2015

Mr. Tripp announced a forum on February 23, 6-8 p.m., in Redmond City Hall Conference Room A for all commission/committee members. Official notices will be issued shortly. In addition to meeting each other, members will learn about their role in City government, ethics, Council goals, and the Redmond Development Plan.

VIII. COMMITTEE REPORTS

None.

IX. AIRPORT STAFF BRIEFINGS, REPORTS, and PRESENTATIONS

Mr. Tripp presented the Airport Director's Report dated January 8, 2015, and invited questions.

A. Airport Orientation for New Committee Members

Mr. Tripp announced implementation of an orientation program to help members understand small airport management and how the Redmond Airport functions. He presented a copy of Airport Cooperative Research Program Report 16; this report is also available online at <http://www.trb.org/ACRP/ACRP.aspx>. All members will have the opportunity to tour the airport and its facilities.

B. Airport Operations

The new Business Coordinator is working to link databases to automate collection of key performance metrics including airline passenger statistics and Airport revenues. The resulting report should provide a better snapshot, enabling the Airport Director, City Manager, and Council to monitor trends and improve resource management.

The Airport was closed for about six hours the morning of December 29, 2014, due to the winter storm. No cancellations or delays were caused by the extremely cold temperatures. Normal operations resumed around noon.

C. FBO Agreement

Butler Aircraft submitted its Fixed Base Operator application on November 24, 2014. The application is undergoing final review by staff and he is working closely with Butler Aircraft's general manager to complete the application process. He and the City's Risk Manager are coordinating with Butler's insurance provider to review City requirements and ensure the proper levels of coverage are provided.

D. Air Service Initiatives and Updates

Headquarters Meetings: Airport staff, representatives of its air service consultant (Mead & Hunt), Economic Development for Central Oregon (EDCO), and Central Oregon Visitors Association (COVA) are conducting annual meetings with the airlines. Meetings were held with Alaska Airlines in Seattle, Washington, on November 21 and American Airlines in Dallas, Texas, on December 3, 2014. The United Airlines meeting will be in spring 2015.

In March 2015, Mr. Tripp is tentatively scheduled to attend an air service conference in Phoenix, Arizona.

Due to fleet availability, **Delta Airlines** is planning to temporarily replace its 70-seat CRJ-700 aircraft with a 50-seat CRJ-200 aircraft during July and August of 2015. The service is anticipated to remain at two roundtrips to Salt Lake City (SLC) per day.

American Airlines was happy with results for the summer Los Angeles (LAX) flights; load factors were strong in summer 2014 though June was lower than expected. For 2015, American plans to put the midday turn at the end of March and revisit that decision based on the trend of visitor traffic primarily starting in June. American wants higher traffic numbers with better load factors in nonsummer months where performance is below expectations, and wants another revenue guarantee to support the service now that the current program has ended.

Alaska Airlines is adding another Seattle (SEA) flight starting in mid-June 2015 which will extend into the fall. Depending on performance, this may continue year-round.

COAST (Central Oregon Air Service Team) is developing a marketing campaign to help boost traffic. Improving service awareness would help American do well in the market year-round. One area to explore is making sure Alaska mileage program members are aware that Alaska miles can be earned on American flights.

Central Oregon Visitors Association (COVA) is planning a strong marketing campaign in the Los Angeles basin for 2015 and will contact American to help bolster travel through vacation packages and promotions.

E. Airport Rules and Regulations

Another final review/public comment period will be held prior to seeking Council approval.

F. Airport Lease Policy

This project was suspended during the transition between the outgoing Interim Airport Director and the incoming Airport Director. Another final review/public comment period will be held prior to seeking Council approval.

G. Runway 4-22 Project

At Chair Henegar's request, Mr. Tripp summarized the background, project schedule, bidding process, and budget. The original project cost was \$5 million for routine pavement preservation (1"-2" overlay) of the main runway. During preparation of the scope of work, the Federal Aviation Administration directed that the runway be completely rebuilt to comply with current FAA standards. The additional work required is estimated to cost \$18-20 million. The rebuilt runway will be the same length, have the same weight-bearing capacity (200,000 pounds), and handle all airlines currently providing service to Redmond. This project is a necessary step to extending the runway in the future as outlined in the master plan for the only commercial service airport in the Central Oregon region.

Phase 1 (first 1,500 feet) took about 75 days and was completed on November 14, 2014. Phase 2 (last 5,500 feet) design is undergoing final review prior to 100% completion of plans and specifications. To secure federal grant funding before the end of the current federal fiscal year (September 30, 2015), the project must be bid and ready to award to the lowest responsive bidder by the beginning of April 2015. The Airport is working on a public relations plan to provide accurate and detailed information about this project. Key elements of this plan will include what the City and Century West Engineering are doing to minimize impacts of the Airport closure (tentatively spring 2016), including reduction in the length of the closure. Staff will conduct informational meetings with the stakeholders (airlines, U.S. Forest Service, Transportation Security Administration, rental car agencies, FBO, restaurant), Airport Committee, Airport tenants, City Councils, and other interested parties.

Mayor Endicott emphasized the importance of managing expectations of general aviation pilots and the traveling public.

Committee concerns included length of closures (Runway 4-22, Airport), Runway 10-28 (availability, impact, capacity), if the terminal will be open, coordination with alternate transportation providers (rental cars, Central Oregon Breeze, shuttles), outreach to tourism organizations, impact of FAA mandate on the master plan, impact of fluctuating oil prices on asphalt costs and construction bid, and source of budget matching funds.

H. Terminal Energy Efficiency Improvements

The project to improve City buildings, enhance efficiency, and reduce costs started the last week of December 2014 at the Airport fire station and snow removal equipment building. Terminal work will occur throughout January 2015.

I. Airport Personnel

The Airport has hired Nettice Honn to fill the Executive Assistant position. A licensed pilot with over 10 years of airline, FBO, and charter operations experience, she has worked for the Airport in a temporary capacity since March 2014. Ms. Honn will provide support to the Airport Director, administrative and operations staff, and Airport Committee.

J. Airport Fiscal Year 2015-2016 Budget

Mr. Tripp presented a draft of the Airport's annual Budget Calendar. The Airport Committee will have an opportunity to review the draft 2015-2016 Airport Budget in the first quarter of 2015 before it goes to Council.

X. COMMITTEE MEMBER COMMENTS

Mr. Neary said he was excited to be here.

Mayor Endicott said the Airport Committee's annual report to Council could be done in February. All committee members are welcome to attend.

Chair Henegar said he would work with Mr. Trip and the committee to prepare the annual report.

IX. ADJOURN

The next meeting is scheduled for 5:30 p.m. on Thursday, February 12, 2015.

There being no further business, Chair Henegar adjourned the meeting at 6:27 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this _____ day of _____, 2015.

ATTEST:

Mark Henegar, Chair

Jeffrey Tripp, Airport Director



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AIRPORT DIRECTOR'S REPORT
February 12, 2015

1) AIRPORT OPERATIONS

The Airport is continuing to modify the new monthly reporting format to better report airline passenger statistics and airport revenues. Staff will continue these efforts to provide more details in future months.

2) AIR SERVICE INITIATIVES & UPDATES

The meeting with United Airlines is being planned for spring 2015. The Airport Director and a representative from REDI are scheduled to attend an air service conference in Phoenix, AZ conducted by Mead & Hunt in March 2015.

3) AIRPORT RULES & REGULATIONS

The Airport Rules & Regulations will undergo another final review and comment period prior to taking to City Council. I would like to reconvene the subcommittee to review along with City staff prior to publishing for a final public comment period.

4) AIRPORT LEASE POLICY

This project was suspended during the transition between the incoming Airport Director and the Interim Airport Director. I would like to reconvene the subcommittee to review along with City staff prior to publishing for a final public comment period.

5) RUNWAY 4-22 PROJECT

The plans and specifications for Phase 2 are about to be complete and ready for bid advertisement later in February. Staff has initiated informational meetings with regional Tourism (January 26th) and Business/Industry (February 5th) representatives and presented the project plans to the Redmond Chamber of Commerce and a joint session of the Redmond City Council and Deschutes County Board of Commissioners on February 10th.

Additional meetings will be held with various stakeholders (airlines, USFS, TSA, rental cars agencies, FBO and restaurant), airport tenants, other civic organizations, etc. The project must be bid and ready to award to the lowest responsive bidder by the beginning of April 2015 in order to secure federal grant funding in the current federal fiscal year.

6) TERMINAL ENERGY EFFICIENCY IMPROVEMENTS

On October 29th, the City of Redmond announced embarking on a \$1.2 million Energy Savings Performance Contract (ESPC) to improve City buildings, enhance efficiency and reduce costs. As part of the project, Ameresco conducted an energy audit on the more than 272,000 square feet of building space and identified energy conservation measures that the company will design, construct, commission, and verify.

City staff met with project contractors and consultants on December 4th to discuss the project schedule. The project commencement, originally schedule for the last week of December, was delayed with work starting in the terminal the last week of January.

7) AIRPORT FISCAL YEAR 2015/16 BUDGET

Airport staff is currently developing the fiscal year 2015/16 budget. Airport Committee members have previously expressed interest in being more actively involved in the review of the Airport's budget (Operating and Capital). Attached is a draft copy of the Airport's annual budget calendar. This calendar is being created to assist staff with performing the various budget-related items throughout the year and meet performance deadlines. It is the goal of the Airport to start development of the annual budget in the early fall and bring the draft budget to the Airport Committee for review and comment in January, February, and March prior to the budget being presented to City Council.

| BY | Description | Start Date | End Date |
|--------------|---|----------------------|----------------------|
| AIRPORT | FY15/16 Budget Development - Joint Planning Conference with FAA to discuss 5-Year ACIP for FY2016-2020 - Initiate Airport budget development with staff; Target Goal of having Airport Operating & Capital Budgets at 90% completion level by end of December 2015. | 08/01/14 10/01/14 | 09/30/14 12/31/14 |
| CITY | FAA Form 5100-126 & 5100-127 Due for submittal to FAA. (Due 120 days after end of fiscal year; can ask for up to a 60 day extension) | 07/01/14 | 12/31/14 |
| CITY | ANNUAL AUDITS - Grant Program; PFC Program; CFC Program; Rental Cars; Parking; Concessionaires; FBO | | |
| AIRPORT | Airport Capital Improvement Program (ACIP) Submittals due to FAA | 01/01/15 | 02/01/15 |
| AIRPORT | Reminder letter to Airlines regarding Fiscal Year Total Enplaned/Deplaned PAX, Total Landings, and Maximum Gross Landed Weight of all aircraft; similar estimate required for each Affiliate airline. Due on or about February 1st per Airline Agreements. | 01/01/15 | 01/07/15 |
| AIRPORT | Airport Advisory Committee - Budget Workshop #1 | 01/08/15 | 01/08/15 |
| CITY/AIRPORT | FY14/15 Projection Meeting - Airport | 01/09/15 | 01/09/15 |
| AIRPORT | DUE - Employee Split Fund & FTE Allocation Worksheets | 01/16/15 | 01/16/15 |
| CITY | 2nd Quarter Financial Review provided to City Council by Budget Director | 01/27/15 | 01/27/15 |
| CITY | Budget Tools / Process Training Session | 01/29/15 | 01/29/15 |
| AIRPORT | Airport Capital Improvement Program (ACIP) submittals due to FAA | 01/01/15 | 02/01/15 |
| CITY | City Council Goal Setting Session | 02/10/15 | 02/10/15 |
| AIRPORT | Airport Advisory Committee - Budget Workshop #2 | 01/08/15 | 01/08/15 |
| AIRLINES | DUE - Fiscal Year Total Enplaned/Deplaned PAX, Total Landings, and Maximum Gross Landed Weight of all aircraft; similar estimate required for each Affiliate airline. | 02/01/15 | 02/15/15 |
| AIRPORT | DUE - New Position / Reclassification Request Forms | 02/16/15 | 02/16/15 |
| AIRPORT | DUE - FY15/16 Revenue & Expenditure Estimates | 02/19/15 | 02/19/15 |
| CITY | Requested Budget Meetings - Airport Budget Meeting | 02/25/15 TBD | 03/26/15 TBD |
| AIRPORT | Provide each airline with draft copy of Annual Budget and copy of preliminary calculation of Landing Fees, Maintenance & Overhead Fees, and Supplemental Security Fees for FY15/16. Presentation to City Council required. | 03/01/15 | 03/15/15 |
| AIRPORT | Airport Advisory Committee - Budget Workshop #3 | 03/12/15 | 03/12/15 |
| CITY/AIRPORT | City Council Workshop for Baseline Presentations (City Leadership Team) | 03/17/15 | 03/17/15 |
| AIRPORT | DUE - Budget Document Content | 03/26/15 | 03/26/15 |
| CITY | Proposed Budget Document Distributed | 04/10/15 | 04/10/15 |
| CITY | Budget Committee Meetings - Proposed FY15/16 Budget | 04/20/15 | 05/20/15 |
| AIRPORT | DUE - FY15/16 Rates & Fees (Proposed) | TBD | TBD |
| CITY/AIRPORT | Staff Budget Adjustments / Rework (if needed) | 05/11/15 | 05/15/15 |
| CITY | Budget Committee Final Meeting (Approval of Budget) | 05/20/15 | 05/20/15 |
| CITY | City Council Meeting - FY15/16 Budget Hearing & Adoption | 06/09/15 | 06/09/15 |
| CITY | Contingent Budget Hearing & Adoption | 06/26/15 | 06/23/15 |
| AIRPORT | DUE - Provide each airline with FINAL calculation of Landing Fees, Maintenance & Overhead Fees, and Supplemental Security Fees for FY15/16. | 06/10/15 | 06/30/15 |
| AIRPORT | DUE - FY15/16 Rates & Fees (Final) | TBD | TBD |
| AIRPORT | DUE - FY15 Closeout with Budget & Finance | TBD | TBD |
| CITY | Adopted Budget Document Published and Released | 07/01/15 | 07/01/15 |