



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, June 11, 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 – May 14, 2015

Exhibit 1

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

- a) Development of FY2015/16 Work Plan
b) Airport BBQ

VIII. COMMITTEE REPORTS (IF AVAILABLE)

- a) Rules & Regulations Subcommittee
b) Lease Policy Subcommittee

IX. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- a) 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.



AIRPORT DIRECTOR'S REPORT

June 11, 2015

1) AIRPORT OPERATIONS PERFORMANCE METRICS

The attached report for April 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

The Central Oregon Air Service Team (COAST) presented an update to Redmond City Council and the Deschutes County Board of Supervisors on May 26, 2015 regarding the group's efforts to improve and grow air service options. Prior to presenting to City Council, the COAST team made the presentation to the Airport Committee at the May 14, 2015 meeting.

ADDITIONAL FLIGHTS BEING ADDED

Redmond will be seeing additional capacity added with the institution of additional flights to the following destinations in June:

- Alaska Airlines: 5th seasonal flight to Portland and a 4th flight to Seattle.
- United Airlines: 2nd flight to Denver (through April 2016) and a 3rd flight to San Francisco.

AIRPORTS COUNCIL INTERNATIONAL – NORTH AMERICA (ACI-NA) JUMPSTART PROGRAM

The Airport Director attended the Airports Council International – North America (ACI-NA) JumpStart program in Seattle along with Roger Lee (EDCO) and Trina Froehlich (Mead & Hunt) June 1-3, 2015. The group met with representatives of American, Allegiant, Alaska, Skywest and United Airlines. The airlines choose which airports they wish to meet with. Having five airlines express interest in meeting with Redmond is not typical; this level of interest speaks well on the work done by COAST making Redmond an attractive market for airlines.

ALASKA AIRLINES

Alaska mentioned the Portland and Seattle routes are two of the best markets Horizon Airlines services with load factors above what they were last year (85%). Alaska indicated they would like to keep the 5th Portland flight however aircraft availability is the primary determining factor.

ALLEGiant AIRLINES

Allegiant expressed interest in possibly returning to RDM with service to Los Angeles. Airport staff will be working with Allegiant to answer their financial questions regarding airport rates & fees. The financial analysis will ultimately determine if Allegiant decides to return to RDM using either the MD-80 or A319 aircraft.

AMERICAN AIRLINES

American Airlines has unfortunately announced it is reducing the current year round flight schedule to Los Angeles International Airport (LAX) to a summer seasonal schedule only after September 9th. The current service is performing well with an average load factor of 86% for the year ended February 2015; however, profit levels fluctuate seasonally due to fare pressure in the RDM market.

In addition, American will be removing 50-seat regional jets from the LAX market. The smallest aircraft will be the Embraer Regional Jet 175 with 76 seats and two-class cabins. American is concerned with RDM's ability to profitably support the larger aircraft year round. The COAST team disagrees based upon the load factors and the growth of the region.

American has stated they want to continue providing service to Redmond recognizing the growth of the Central Oregon region and its viability as a long-term market. As sign of this commitment it is American's intention to provide service next summer with the larger 76-seat aircraft providing two-class cabin service. COAST will work to try convince American that reinstating the full service schedule with the larger aircraft is viable.

SKYWEST AIRLINES

The meeting with SkyWest was productive. The airline is happy with the passenger loads from RDM. They recognize the opportunities for continued growth in the market with their codeshare partners (Delta and United) and are looking for additional opportunities.

UNITED AIRLINES

COAST thanked United for the addition of second Denver flight. The load factors for the current Denver flight has been just under 90% for the past three months with preliminary May results in the 95% range. This is the highest level for RDM in the past 13 months and it is unlikely many other markets have performance better than RDM.

The reinstatement of the 3rd San Francisco flight marks the first time the RDM-SFO market will be serviced by 3 roundtrips using the 50-seat regional jets.

3) RUNWAY 4-22 PROJECT

The first scheduled meeting of the Task Force occurred May 18; the next meeting is scheduled for June 24. 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. The Airport received an FAA grant on June 3 in the amount of \$5,987,960 to provide the necessary funding to complete the construction of Phase 2.

4) ENGINEERING SERVICES RFQ

The Airport issued a Request for Qualifications (RFQ) on May 11 for qualified firms to provide engineering design and construction oversight for airport capital projects for 3-year period encompassing fiscal years 2015/16 through 2017/18 with the possibility of two additional 1-year extensions. A five-person selection committee will be formed, tentatively consisting of the Airport Projects Coordinator, City Engineer, Airport Director, and two representatives from the Airport Committee. The RFQ closes on June 23, 2015 with the interview phase with the top candidates to occur in mid-July.



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5) RENTAL CAR CONCESSION RFP

The Airport is preparing to issue a Request for Proposals (RFP) for non-exclusive, on-airport rental car concession for qualified firms to provide rental car services for a 5-year period from the airport terminal. A five-person selection committee will be formed, tentatively consisting of the Airport Director, Airport Projects Coordinator, Airport Business Coordinator, and two representatives from the Airport Committee.

6) AIR SERVICE CONSULTANT RFQ

The Airport is preparing to issue a Request for Qualifications (RFQ) for a qualified consultant to provide air service consulting assistance to the airport for a 3-year period of fiscal years 2015/16 through 2017/18. A five-person selection committee will be formed, tentatively consisting of the Airport Director, Airport Executive Assistant, an Airport Committee representative, and two representatives from COAST.

7) 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. The City of Redmond provided an initial response to the USFS of our interest in providing a build-to-suit facility located near the Redmond Air Center meeting the requirements.

Due to the complexity of the proposal, the City requested a 60-day extension to the original due date of April 24, 2015 to June 23, 2015 which the USFS approved. The City has contracted with the firm of BBT Architects to provide professional service support to complete the application. BBT was previously hired by the City to assist with the COIDC project several years ago prior to the project being placed on hold. City staff are completing the application for submittal.

8) TRANSPORTATION SECURITY ADMINISTRATION

The Airport underwent its annual inspection by the Transportation Security Administration between May 26 and May 29. The Airport passed with several minor items for correction. Overall, the Airport Security Program is well-run by Airport Security Coordinator Nicole Jurgensen through her dedication and tireless efforts.

9) AIRPORT BBQ

The annual airport BBQ is scheduled for June 25 from 9:00am – 2:00pm and 4:00pm – 6:00pm. This is a great opportunity for airport staff and our customers to meet in a social atmosphere. Airport Committee and City Council have been invited. We look forward to seeing as many customers attend as possible.



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

APRIL

| <i>Passengers</i> | <i>2010/11</i> | <i>2011/12</i> | <i>2012/13</i> | <i>2013/14</i> | <i>2014/15</i> | <i>Variance (+/-)</i> | <i>% Var</i> |
|-------------------------|----------------|----------------|----------------|----------------|----------------|-----------------------|--------------|
| July | 22,879 | 23,819 | 24,812 | 24,320 | 26,448 | 2,128 | 8.7% |
| August | 23,728 | 23,986 | 24,210 | 23,877 | 27,374 | 3,497 | 14.6% |
| September | 19,475 | 20,702 | 19,686 | 21,797 | 23,466 | 1,669 | 7.7% |
| October | 19,310 | 19,456 | 18,943 | 21,207 | 21,796 | 589 | 2.8% |
| November | 19,016 | 18,945 | 18,192 | 20,075 | 20,405 | 330 | 1.6% |
| December | 21,057 | 20,051 | 18,885 | 22,806 | 19,988 | (2,818) | -12.4% |
| January | 19,826 | 18,578 | 18,194 | 20,550 | 21,225 | 675 | 3.3% |
| February | 17,158 | 17,039 | 16,469 | 17,502 | 19,357 | 1,855 | 10.6% |
| March | 20,231 | 19,860 | 18,926 | 21,067 | 22,469 | 1,402 | 6.7% |
| April | 17,570 | 17,533 | 17,561 | 19,479 | 20,986 | 1,507 | 7.7% |
| May | 18,916 | 18,944 | 18,398 | 21,165 | 0 | | |
| June | 21,297 | 22,374 | 21,024 | 24,074 | 0 | | |
| Enplanements | 240,463 | 241,287 | 235,300 | 257,919 | 223,514 | | |
| Deplanements | 239,787 | 241,200 | 234,961 | 258,048 | 218,928 | | |
| Total Passengers | 480,250 | 482,487 | 470,261 | 515,967 | 442,442 | | |

| KEY METRICS | | | | | |
|---|-----------------|-----------------|------------------|-------------|-------------------|
| <i>Revenue Per Enplanement</i> | FY 13/14 | FY 14/15 | Benchmark | Goal | April 2015 |
| | \$ 15.10 | \$ 15.14 | \$ 13.41 | > \$15.00 | \$ 16.19 |
| <i>Airline Cost Per Enplanement (CPE)</i> | FY 13/14 | FY 14/15 | Benchmark | Goal | |
| | \$ 6.00 | \$ 5.93 | \$ 6.24 | < \$6.00 | \$ 5.94 |
| <i>Operating Efficiency</i> | FY 13/14 | FY 14/15 | Benchmark | Goal | |
| | \$ 16.51 | \$ 18.63 | \$ 15.29 | < \$15.00 | \$ 17.82 |

| April | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|--------------|
| REVENUES (by Fiscal Year) | 2011/12 | 2012/13 | 2013/14 | 2014/15 | % Chg |
| Passenger Facility Charge | \$ 83,522 | \$ 74,640 | \$ 88,048 | \$ 94,059 | 6.8% |
| Landing Fees | \$ 64,870 | \$ 67,969 | \$ 82,581 | \$ 65,609 | -20.6% |
| Fuel Flowage Fee | \$ 10,366 | \$ 9,205 | \$ 11,280 | \$ 11,373 | 0.8% |
| Fuel (Gallons) Jet A | 148,568 | 127,198 | 157,389 | 159,167 | 1.1% |
| Fuel (Gallons) Avgas 100LL | 4,992 | 4,300 | 3,753 | 3,309 | -11.8% |
| Space Usage Fees | \$ 58,020 | \$ 48,217 | \$ 36,662 | \$ 43,424 | 18.4% |
| Supplemental Security Fee | \$ - | \$ - | \$ 3,919 | \$ 15,525 | 296.2% |
| Parking | \$ 138,726 | \$ 141,131 | \$ 185,880 | \$ 178,989 | -3.7% |
| Rental Cars | \$ 40,832 | \$ 39,005 | \$ 46,547 | \$ 53,289 | 14.5% |
| Rental Cars Lot Fees | \$ - | \$ 4,820 | \$ 5,348 | \$ 5,348 | 0.0% |
| Concession Commissions | \$ 6,867 | \$ 6,999 | \$ 7,257 | \$ 8,145 | 12.2% |
| General Aviation | \$ 24,141 | \$ 25,430 | \$ 28,644 | \$ 25,917 | -9.5% |
| Forest Service Leases | \$ 38,466 | \$ 38,127 | \$ 38,194 | \$ 48,730 | 27.6% |
| Total Revenues for month: | \$ 465,810 | \$ 455,544 | \$ 534,360 | \$ 550,408 | 3.0% |
| Total Operating Cost for month: | \$ 329,462 | \$ 278,720 | \$ 337,975 | \$ 373,961 | 10.6% |
| Cargo (Lbs) | 134,857 | 183,481 | 158,179 | 151,984 | -3.9% |

AIRPORT PERFORMANCE METRICS DEFINITIONS

REVENUE PER ENPLANEMENT

This key metric is derived by taking passenger facility charges, parking revenue, rental car revenue and other concession revenue divided by the number of enplanements. The measure helps to gauge the level of utilization of airport facilities and services on a per user basis.

Revenue per Enplanement: PFCs + Parking + Rental Cars Commissions + Other Concessions / Enplanements. The higher, the better.

AIRLINE COST PER ENPLANEMENT (CPE)

This key metric is derived by taking air carrier costs divided by the number of enplanements. This measure is important to monitor because keeping airline costs low, to the extent controllable, promotes carrier stability and invites the addition of new flights and carriers. Comparing this measure to other airports can be a leading indicator as to the economic sense it makes for an air carrier to operate at the Airport.

Cost per Enplanement: Space Usage + Supplemental Security Fees + Landing Fees / Enplanements (CPE is the costs to air carriers but the revenues to the Airport). The lower, the better.

OPERATING EFFICIENCY

This key metric provides an indication of the overall efficiency of the Airport relative to other airports and is derived by taking total airport operating costs divided by enplanements. The Airport remains operationally efficient but is cognizant of higher operating costs associated with the new terminal and airfield operations while enplanements are remaining fairly flat.

Operating Efficiency: Total Airport Operating Costs / Enplanements. The lower, the better.

PASSENGER FACILITY CHARGES (PFC)

The Passenger Facility Charge (PFC) Program allows the collection of PFC fees up to \$4.50 for every boarded passenger at commercial airports controlled by public agencies. Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition. Current PFC's are being used for Airline Terminal Construction debt service.

| FY11/12 | FY12/13 | FY13/14 | FY14/15 |
|---------|---------|---------|---------|
| \$4.50 | \$4.50 | \$4.50 | \$4.50 |

Landing Fees

Fee charged to commercial aircraft over 12,500 lbs. landing weight. Current rate for FY 14/14 is \$2.99 per 1,000 lbs. landing weight.

| FY11/12 | FY12/13 | FY13/14 | FY14/15 |
|---------|---------|---------|---------|
| \$2.89 | \$2.81 | \$3.43 | \$2.99 |

Fuel Flowage Fee: Gallons of Jet A fuel + Gallons of Avgas 100LL fuel x \$0.07 per gallon

Space Usage: Terminal Maintenance & Overhead (M&O) + Terminal Aeronautical

Supplemental Security Fees: Fee per passenger to cover cost of contract security. The current fee for FY14/15 is \$0.37 per PAX.

Parking: Terminal Parking Lot revenue

Rental Cars: Fees for rental car contracts. Fee is 10% of gross revenues.

Rental Car Lot Fees: Additional fees for rental of temporary lot for overflow parking lot.

Concession Commissions: 10% of gross revenues for restaurant and gift shops if this amount exceeds the monthly rental rate or the Minimum Annual Guarantee (MAG) whichever is higher. If either the 10% commission or the MAG is used, this is in lieu of the monthly rental payment.

General Aviation: T-Hangars + Tiedowns + Airside Leases

Forest Service Leases: Ground Rents + Facility Leases

Total Revenues for Month: All revenues received by Airport during the month.

Total Airport Operating Costs include:

- General Operations Personnel + Materials & Services
- Terminal Operations Personnel + Materials & Services
- Airfield Operations Personnel + Materials & Services



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REDMOND AIRPORT COMMITTEE MINUTES

Thursday, May 14, 2015

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

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

Youth Ex Officio: *Frank Reed* (absent)

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

Visitors: Jay Patrick, *Council Liaison*; Joe Roshak, *Century West Engineering*; Jon Faucher and Trina Froehlich, *Mead & Hunt* (via phone); Roger Lee, Executive Director, *Economic Development for Central Oregon* (EDCO); Jon Stark, Manager, *Redmond Economic Development, Inc.* (REDI); Don Lee, *NW Commercial*; Stan Clark, Garry Finley, Andy Herman

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/opposed/abstaining.)

I. CALL TO ORDER

Vice-Chair Sande called the meeting to order at 5:35 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (4 of 9) was not present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Lee recommended communicating with businesses about how the Airport is working to ensure their economic viability.

V. CONSENT AGENDA

None.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Development of FY 2015-2016 Work Plan

Mr. Tripp said he will present a draft work plan for committee feedback at the next meeting.

Mr. Henegar joined the meeting via telephone at 5:38 p.m., establishing a quorum.

VIII. COMMITTEE REPORTS

A. Rules and Regulations

Members: Kelly Coffelt, Sean Neary, Eric Sande, Stan Clark

Vice-Chair Sande reported meeting with Mr. Neary to review the rules/regulations and that Mr. Coffelt had also read them. The subcommittee will meet one more time.

B. Airport Lease Policy

Members: Marc Henegar, Doug Knight, Stan Clark, Don Lee

Mr. Clark said this subcommittee has not yet met.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Foote moved to approve the minutes of March 12 and April 16, 2015, as presented. Mr. Centers seconded the motion which passed unanimously.

IX. AIRPORT STAFF BRIEFINGS, REPORTS, and PRESENTATIONS

A. Airport Director's Report

Mr. Tripp presented the Airport Director's Report dated May 14, 2015, and provided additional details in response to committee interest. He introduced Ms. Narotski.

- 1. Airport Operations Performance Metrics:** Mr. Tripp presented the Airport Performance Metrics Report for March 2015 and reviewed key air service, revenue, and performance metrics. The number of passengers increased by 1,402 (6.7%) between March 2014 and March 2015 and is continuing to trend upward this year. The slight downturn in December 2014 was probably due to weather. Enplanements for 2014-2015 total 223,514; the FAA (Federal Aviation Administration) uses this number to calculate funding. Deplanements for 2014-2015 totaled 218,928. Total passengers for the year were at 442,442. In March 2015, Revenue per Enplanement was \$18.27 (goal: above \$15.00; the higher, the better), Airline Cost per Enplanement was \$6.10 (goal: under \$6.00, benchmark \$6.24; the lower, the better), and Operating Efficiency was \$15.63 (goal: under \$15.00; the lower, the better). The financials for this fiscal year are looking very positive. The Passenger Facility Charge (PFC), used for Airline Terminal Construction debt service, has generated nearly 25% more than it did in 2013-2014. More people are using the restaurant and gift shop numbers are strong each month. Forest Service leases are still trending upward. Overall, as of March 2015, Total Revenue was up 14.8% and Total Operating Cost increased 6.7%. Staff is researching why Cargo Shipped (pounds) has dropped to a rate lower than 2011-2012. Staff continues to analyze the numbers to determine what more can be done to help the Airport meet its goals.

Committee comments included difference between enplanements and deplanement numbers, when PFCs are charged, how landing fees are set, if concession operations are sustainable over the long term.

Ms. Narotski explained how the PFC and concession rents are calculated.

- 2. Air Service Initiatives & Updates:** Central Oregon Air Service Taskforce (COAST) will update City Council on May 26 about its efforts to improve air service options.

Mr. Tripp summarized capacity increases. On June 4, 2015, SkyWest will add a 3rd daily flight to San Francisco (round trip), making this the highest San Francisco capacity that the Airport has experienced to date. Also on June 4, United Airlines will reinstate a 2nd daily Denver (round trip) seasonal flight that will end in August 2015.

On June 7, 2015, Alaska Airlines will add a 5th round trip for the summer and a 4th Seattle round trip which will be permanent for the foreseeable future. Alaska Airlines has increased its capacity in Redmond 30% since 2013 and 13% since 2014.

Mr. Tripp said he, Mr. Lee (EDCO), and Mr. Stark (REDI) will attend the Airports Council International – North America JumpStart program in Seattle on June 1-3, 2015. As part of “Speed Dating for Airports and Airlines,” they are scheduled to meet with American, Allegiant, Alaska, and United. Since the airlines choose who they want to meet with, this level of interest speaks well of the work done by COAST to make Redmond an attractive market.

3. **Runway 4-22 Project:** The first meeting of the Airport Task Force (including Chair Henegar and Vice-Chair Sande) will be on May 18, 2015. Council formed this task force to assist the Airport with transportation alternatives in/out of the region during the temporary closure (May 2-22, 2016) and public outreach/communications. Staff are continuing to provide project updates to stakeholders. Senator Wyden’s office called this afternoon to report the Airport received a \$3.97 million discretionary grant from the FAA (Federal Aviation Administration). He is expecting to receive an additional grant to fund the rest of this project.
4. **Engineering Services RFQ:** On May 11, the Airport issued a Request for Qualifications for engineering design and construction oversight of Airport capital projects. The three-year term of service will cover 2015-2016 through 2017-2018 with two one-year extensions possible. A five-person selection committee (Airport Projects Coordinator, City Engineer, Airport Director, two Airport Committee representatives) will review the proposals.

The Airport Master Plan Update will be completed under a separate RFQ process. Development, advertisement, and selection of a qualified consultant will occur in late winter/early spring 2016 due to FAA funding constraints.

5. **Rental Car Concession RFP:** The Airport is preparing to issue a five-year Request for Proposals for qualified firms to provide rental car services from the Airport terminal. Mr. Neary is assisting with review of the draft RFP due to his experience with the rental car industry. Mr. Tripp said he wanted to verify how consolidated facility charges are covered. Building up a fund will allow the Airport to construct a better rental car facility with a wash facility, gas pumps, and expanded parking. A five-person selection committee (Airport Director, Airport Projects Coordinator, Airport Business Coordinator, two Airport Committee representatives) will review the proposals.

Committee concerns included cost benefit analysis, potential revenue, and if rental car companies were paying their fair share of overflow parking costs and not passing all costs onto the customer.

6. **Air Service Consultant RFQ:** The Airport is preparing to issue a three-year RFQ for air service consultant assistance (2015-2016 through 2017-2018) to get someone on board by August 2015. A five-person selection committee (Airport Director, Airport Executive Assistant, two COAST representatives, one Airport Committee representative) will review the proposals.
7. **USFS – Central Oregon Interagency Dispatch Center:** The U.S. Forest Service issued a Request for Lease Proposals for an approximately 7,000-square-foot building on March 23, 2015. The COIDC intends to move from the Prineville Airport

to the Redmond Airport. The City provided an initial response, expressing its interest in providing a build-to-suit facility near the Redmond Air Center. The City has contracted with BBT Architects for help in submitting the Airport's proposal by June 23, 2015. The City hired BBT to help with this project several years ago prior to the project's being placed on hold.

B. COAST Presentation

Mr. Tripp summarized the background and purpose since COAST began in 1985. This year's Central Oregon Air Service Taskforce members include Central Oregon Visitors Association (Alana Hughson), City of Redmond, City of Bend, EDCO (Mr. Lee), REDI (Mr. Stark), Redmond Chamber of Commerce (Mr. Sande), Bend Chamber of Commerce (Tim Casey), Redmond Airport (Mr. Tripp and other staff), Mead & Hunt (Ms. Froehlich), and a citizen representative (Mike Boggs). Mr. Tripp also discussed air traffic and capacity trends, air service development efforts and results, continual steps taken to assure the flow of information, and inbound tourism marketing efforts.

Mr. Lee, Mr. Stark, Mr. Sande, and Ms. Froehlich contributed information from their respective areas of expertise.

Committee concerns included new service targets (Phoenix, Arizona; Minneapolis; Chicago), impact of losing LAX (Los Angeles), impact of airline competition, changing "Redmond Municipal Airport" to "Redmond Regional Airport" to better reflect the service area, Redmond Airport's competition being the entire country not other Central Oregon airports, and emphasizing Redmond Airport's new facilities.

Councilor Patrick stated that branding the Airport effectively is important to Council.

Mr. Foote recommended that the COAST team make the Council presentation.

X. COMMITTEE MEMBER COMMENTS

Councilor Patrick said he was looking forward to the COAST presentation to Council.

Mr. Neary said COAST has done an amazing job and agreed with Chair Henegar's idea of rebranding the Airport as a regional asset.

Mr. Centers agreed with Chair Henegar's idea of dropping "Municipal" in connection with Redmond Airport. He reported attending the San Francisco conference last week and shared information about the potential increase in use of unmanned systems in Oregon.

Mr. Foote asked about the 2015-2016 budget and recommended the Airport begin working on a strategic (not tactical) plan starting in fall 2015. Mr. Tripp replied that the 2015-2016 budget was sent to all committee members weeks ago and a link was on the City webpage. He recommended involving the Airport Committee in preparing the 2016-2017 budget, starting in the fall of 2015.

XI. ADJOURN

The next meeting is scheduled for 5:30 p.m. on Thursday, June 11, 2015.

With no further business, Vice-Chair Sande adjourned the meeting at 6:57 p.m.

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

ATTEST:

Marc Henegar
Chair

Jeffrey Tripp
Airport Director