



Redmond Municipal Airport-Roberts Field
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AIRPORT COMMITTEE

Thursday, March 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

II. ANNOUNCEMENTS

III. COMMENTS FROM CITIZENS

IV. APPROVAL OF MINUTES

- 1) Meeting Minutes – February 12, 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

VIII. COMMITTEE REPORTS (IF AVAILABLE)

IX. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

- 1) Airport Director's Report
- 2) 2016 Runway 4-22 Rehabilitation

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.



CITY OF REDMOND
Roberts Field

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AIRPORT DIRECTOR'S REPORT
March 12, 2015

1) AIR SERVICE INITIATIVES & UPDATES

Alaska Airlines announced they will be adding two additional flight options to Redmond beginning June 7, 2015 with a new morning flight from Seattle (SEA), arriving in RDM at 9:00 a.m. and departing at 9:30 a.m., as well as a new evening flight from Portland (PDX), arriving in RDM at 7:34 p.m. and departing at 8:05 p.m. These two new flights provide an additional 152 daily seats for Redmond passengers.

The Airport Director and a representative from REDI (Jon Stark) attended an air service conference in Phoenix, AZ conducted by Mead & Hunt March 5th & 6th. The headquarters meeting with United Airlines is scheduled for Friday, April 10th in Chicago. The Central Oregon Air Service Team (COAST) will be presenting their first annual update to Redmond City Council on March 24th regarding the group's efforts to improve and grow air service options.

2) AIRPORT RULES & REGULATIONS

The Airport Rules & Regulations subcommittee has been formed. The group must develop a schedule of work and target dates for completion. Once completed, this document will be reviewed by City staff and then published for a final public comment period.

3) AIRPORT LEASE POLICY

The Airport Lease Policy subcommittee has been formed. The group must develop a schedule of work and target dates for completion. Once completed, this document will be reviewed by City staff and then published for a final public comment period.

4) RUNWAY 4-22 PROJECT

The project has been placed out for bids with a bid due date of Wednesday, March 18 at 2:00 p.m. Staff will continue to hold informational meetings with various stakeholders (airlines, USFS, TSA, rental cars agencies, FBO and restaurant), airport tenants, other civic organizations, etc.

The remaining work on Phase 1 (runway pavement grooving & marking) re-started on March 9th and will last approximately one month to complete. This is the final remaining work to be completed in Phase 1.

5) 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.

The majority of the work in the terminal building, ARFF facility, and Airport Operations building has been completed. The lighting in the terminal parking lot is scheduled to be completed in the next several weeks, weather permitting.



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AIRPORT COMMITTEE MINUTES

Thursday, February 12, 2015

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

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

Youth Ex Officio: *Frank Reed* (absent)

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: Joe Roshak, *Century West Engineering*; Stan Clark; Kurt Newton, *Butler Aircraft*; Peter Renggli, *Bonneville Power Administration*

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 5:30 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (7 of 9) were present. Mr. Berg arrived at 5:52 p.m. after the minutes were approved and officers elected.

Mr. Centers introduced himself as a new Redmond representative, summarizing his employment background (advertising consultant) and interest in aviation (private pilot).

Chair Henegar welcomed Mr. Centers and thanked him for volunteering.

II. ANNOUNCEMENTS

Chair Henegar reported that David Foote has been reappointed to the Airport Committee.

III. COMMENTS FROM CITIZENS

IV. APPROVAL OF MINUTES

Motion 1 (7/0/0): Mr. Knight moved to approve the minutes of December 11, 2014, and January 8, 2015. Mr. Sande seconded the motion which passed unanimously.

V. CONSENT AGENDA

None.

VI. OLD BUSINESS

Chair Henegar thanked Mr. Moor and Mr. Tripp for presenting the Airport Committee's annual report at the joint City Council/Board of County Commissioners meeting on February 10, 2015.

Mr. Moor reported presenting a quick overview of what the Airport Committee did in 2014. The meeting was well attended. There were many questions but none the Airport Committee needs to deal with moving forward. County Commissioner Baney asked about the level of county

support. Mr. Moor responded that county commissioners have been awesome in their support of the Redmond Airport.

Mr. Tripp said there was good support for the Airport from councilors and county commissioners. Staff will e-mail the PowerPoint he presented to the Airport Committee.

Mr. Witcosky said having both City and County elected officials present at the same time was helpful and noted that while Redmond owns the Airport, it's a regional asset.

VII. NEW BUSINESS

A. Election of 2015 Officers

Mr. Knight nominated Mr. Henegar to serve as Chair for 2015. Mr. Henegar agreed to serve. Mr. Centers, Mr. Coffelt, Mr. Henegar, Mr. Knight, Mr. Moor, Mr. Neary, and Mr. Sande voted unanimously in favor of Mr. Henegar as Chair for calendar year 2015.

Mr. Moor nominated Mr. Sande to serve as Vice-Chair for 2015. Mr. Sande agreed to serve. Mr. Centers, Mr. Coffelt, Mr. Henegar, Mr. Knight, Mr. Moor, Mr. Neary, and Mr. Sande voted unanimously in favor of Mr. Sande as Vice-Chair for calendar year 2015.

B. Discussion Item #1 – Establishment of Subcommittees

Mr. Tripp requested re-establishing the Rules/Regulations and Lease Policy work groups.

Mr. Coffelt and Mr. Neary volunteered to serve on the Rules/Regulation Subcommittee. Chair Henegar and Mr. Knight volunteered to serve on the Lease Policy Subcommittee. Both Vice-Chair Sande and Chair Henegar said they were willing to serve where needed.

Mr. Moor recommended Stan Clark as a citizen member on the Lease Policy Subcommittee. Mr. Clark agreed to serve. Chair Henegar thanked Mr. Clark.

Chair Henegar asked about a Budget/Finance Subcommittee. Mr. Tripp reported that Mr. Foote had expressed strong support in the past for Airport Committee review of draft budgets before they go to Council. Due to scheduling for the 2015-2016 budget, the goal is for the Airport Committee to review the 2016-2017 budget in fall 2015. He recommended waiting until Mr. Foote was present to discuss this further.

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

Mr. Witcosky said the RDC will meet quarterly to review progress on implementing the Redmond Development Plan.

Mr. Tripp outlined the RDC's mission which included fostering 10,000 New Century jobs by 2030 and encouraging regional planning, cooperation, and participation in economic development opportunities.

Following discussion about the need for a Redmond representative of the Airport Committee on the RDC, Mr. Centers volunteered to serve. Chair Henegar and Mr. Moor volunteered as backup RDC representatives.

D. All Commissions/Committees Training

Mr. Tripp announced a training session for all City commissions and committees on February 23, 2015, 6-8 p.m., City Hall Conference Room A. He will e-mail a meeting reminder to the Airport Committee.

Chair Henegar said he would represent the Airport Committee on February 23.

VIII. COMMITTEE REPORTS

None.

IX. AIRPORT STAFF BRIEFINGS, REPORTS, and PRESENTATIONS

A. Airport Director's Report

Mr. Tripp presented his report dated February 12, 2015, and asked if members had any concerns or questions.

Chair Henegar requested updates on the FBO (Fixed Base Operator) negotiation, air service initiatives, and the reconstruction project.

1. **Airport Operations:** Mr. Tripp referenced an e-mail sent to the Airport Committee regarding progress with the FBO situation. The City has been working with both parties to reach resolution since July 2014 and is now facing potential litigation. Both parties have been asked to respond by the end of business on February 13. Council will discuss this situation in executive session on February 17, 2015, 6:30 p.m.

Mr. Witcosky invited Chair Henegar to attend the executive session.

2. **Air Service Initiatives and Updates:** Mr. Tripp reported that load factors on Horizon Airlines' 7 flights are averaging 90% capacity per his meeting today with the station manager. Horizon is considering a 4th flight to Seattle in August 2015 (an extra 27,000 seats per year). Last week's press release reported the Airport set a record in 2014 for total number of passengers (enplanements and deplanements). Central Oregon's population is expected to double in the next 10-20 years. The Airport is continuing to work with United Airlines, Delta Airlines, and American Airlines to add more flight capacity.

He and Jon Stark/Redmond Economic Development, Inc., will attend the Mead & Hunt air service conference in Phoenix, Arizona, in March 2015. He hasn't decided if he will attend the jumpstart program at Seattle International Airport in June 2015.

Mr. Tripp said networking being done by the Central Oregon Air Service Team (COAST) is well worth the investment. Meetings with airline representatives at their corporate headquarters in Dallas, Atlanta, and Seattle have been productive. A meeting with United Airlines in Chicago is planned for spring 2015. Keeping load factors high and costs down will encourage the airlines to add flights.

5. **Runway 4-22 Project:** Phase 2 plans and specifications should be ready for bid advertisement in late February 2015. The project must be ready to award to the lowest responsive bidder by early April 2015 to secure federal grant funding in the current federal fiscal year. This is one of the largest capital projects the Airport has ever done. Public outreach and stakeholder involvement is critical since Redmond offers the only commercial air service in the region. He outlined information to be communicated and how that would happen. He and Mr. Witcosky are talking to as many stakeholder groups as possible. Staff has met with regional Tourism and Business/Industry representatives and is conducting monthly stakeholder meetings with Commercial Business tenants. Staff presented the project plans to the Redmond Chamber of Commerce and the joint City Council/County Commission meeting on February 10. He thanked the general aviation clients who attended tonight's Airport Committee meeting and said GA clients will be invited to attend subsequent Airport Committee meetings. In addition to informing the airlines, meetings will be held with the U.S. Forest Service, Transportation Security Administration, rental car agencies, FBO, hotels, and restaurants.

Mr. Tripp summarized (PowerPoint) the project background, Federal Aviation Administration requirements, funding (FAA, \$18.4 million; Connect Oregon, \$1.25 million; Redmond Airport, \$0), schedule challenges (temperature, operational concerns, holiday travel), outreach schedule, alternate Forest Service staging areas (Medford, La Grande), transportation alternatives during the closures, and next steps. He identified airport functions that will be impacted by closing Runway 4-22 for 4 months and the intersection from May 2 through May 22, 2016. The closures will affect only fixed-wing aircraft, not helicopters. The amount of work done in the intersection for 21 days (24 hours a day) will be equivalent to that done in 90 days for Phase 1. Redmond will coordinate with other airports for GA and flight training needs. Stakeholder outreach will be continuous over the next 1½-2 years.

Mr. Roshak discussed the construction schedule and runway redesignations.

Committee concerns included potential alternatives to the 21-day airport closure (parallel taxiway next to Runway 4-22, Part 121 and Part 135 transfers, temporary flights through Eugene), and how to address operational impacts of this project.

Chair Henegar and Vice-Chair Sande volunteered to serve on taskforces starting in spring 2015.

X. COMMITTEE MEMBER COMMENTS

Mr. Berg discussed Madras Airport operational concerns during its reconstruction of Runway 16-34 which is starting February 23, 2015. He urged everyone to check NOTAMs (Notices to Airmen) and invited them to tour the facility. The museum, open for eight months, will stay open during the reconstruction project. The airport is completing certification and training on its reconstructed ARFF (Airport-Aircraft Rescue & Fire Fighting) equipment.

Mr. Centers congratulated Mr. Tripp on the record numbers for 2014. Mr. Tripp credited COAST, EDCO (Economic Development for Central Oregon), COVA (Central Oregon Visitors Association), Airport staff, and others who have worked for years to get to this point.

Mr. Neary said he was pleased with planning efforts to minimize impacts of the reconstruction.

Mr. Knight invited other members to join him when he tours the Airport in the next two weeks.

Chair Henegar commended the Airport's long-term planning efforts.

Vice-Chair Sande noted that Visit Bend and COVA have invested significant amounts on tourism. He predicted no airline would pull out of a market generating load factors in the 90% range. Visitors are impressed by Redmond's state-of-the-art terminal. He reported that Portland Airport's decision to change its carpet has made the national news.

IX. ADJOURN

The next meeting is scheduled for 5:30 p.m. on Thursday, March 12, 2015. There being no further business, Chair Henegar adjourned the meeting at 6:50 p.m.

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

ATTEST:

Marc Henegar
Chair

Jeffrey Tripp
Airport Director