



Redmond Municipal Airport-Roberts Field  
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**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*; Phillip 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, 14<sup>th</sup> 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.

2. **Air Service Initiatives and Updates:** Mr. Bass said Allegiant Airlines was unlikely to return to Redmond Airport. United Airlines confirmed today that the 2<sup>nd</sup> Denver flight and 3<sup>rd</sup> 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.

3. **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.
4. **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.
5. **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.

6. **Air Service Consultant RFQ:** Mr. Bass reported the Airport received four bids for a three-year contract and selected Mead & Hunt.
7. **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.
8. **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.
9. **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 12 day of NOVEMBER, 2015.

ATTEST:



Marc Henegal  
Chair



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Zachary Bass  
Airport Business Manager