



Redmond Municipal Airport-Roberts Field

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## REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

### MINUTES

January 12, 2017

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

**Committee Members Present:** Chair Eric Sande, Ross Centers, Kelly Coffelt, Trish Jorgenson, Sean Neary (*absent: Rob Berg, David Foote, Tim Moor; 1 vacancy*)

**Youth Ex Officio:** Auna Pendergrass

**City Staff:** Zachary Bass, *Airport Director*; Jayde Brumitt, *Office Assistant III*; Cameron Prow, *TYPE-Write II*

**City Council Liaison:** Jay Patrick

**Visitors:** Garry Finley; Jessica and Michele Pendergrass; Stan Clark; Thomas Headley III, *Century West Engineering*; Victor Walco, *Life Flight Network*

**Media:** None

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

### I. CALL TO ORDER – ROLL CALL

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

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present.

### II. ANNOUNCEMENTS

#### A. Kelly Coffelt Reappointed by Crook County Until 2020

Mr. Bass reported Mr. Coffelt had been reappointed to represent Crook County through December 31, 2020.

#### B. Introduction of New Committee Members

1. **Trish Jorgenson** (Deschutes County): Ms. Jorgenson introduced her dog, Riley, and identified herself as a retired deputy sheriff.

2. **Auna Pendergrass** (Youth Ex Officio): Ms. Pendergrass said she was looking for a good learning experience including a greater understanding of security. Mr. Bass said Ms. Pendergrass would have future opportunities to shadow Airport staff.

Councilor Patrick administered the oath of office to Ms. Jorgenson and Ms. Pendergrass.

Mr. Bass presented a handout entitled City of Redmond Committee/Commission Basics (revised 1.9.17). Included was information about public meeting laws, public record laws, conflict of interest, and council liaisons.

### III. COMMENTS FROM CITIZENS

Mr. Clark thanked Airport staff for plowing the snow in front of his hangar.

### IV. APPROVAL OF MINUTES

**Motion 1** (5/0/0): Mr. Neary moved to approve the minutes of November 10, 2016, as written. Mr. Centers seconded the motion which passed unanimously.

Mr. Bass commended Ms. Prow for the quality of the minutes.

### V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

#### A. Airport Report

Mr. Bass invited everyone to introduce themselves:

**Committee members:** Ross Centers – private pilot, small business owner; Kelly Coffelt – Airport Manager, City of Prineville; Trish Jorgenson – see Agenda Item II.B.1 above; Sean Neary – attorney, formerly employed by Enterprise Rent-A-Car at several airports; and Eric Sande – Executive Director, Redmond Chamber of Commerce. Auna Pendergrass – student at Redmond Proficiency Academy (nonvoting member).

**Staff:** Zachary Bass – Director, Redmond Municipal Airport; Jayde Brumitt – employed by the Airport for 3½ months, formerly employed as Manager of Flight Services and Systems, the operating carrier for American Airlines in Redmond; and Cameron Prow – minutes-writer.

**Visitors:** Councilor Patrick – liaison to Redmond City Council. Stan Clark – private pilot; Garry Finley – transportation for Ms. Prow; Jessica Pendergrass – Auna’s sister; Michele Pendergrass – Auna’s mother; and Victor Walco – Customer Service Manager, Life Flight Network. Mr. Walco summarized Life Flight operations in Central Oregon. The City of Redmond has purchased Life Flight memberships for all staff which will take effect soon.

Mr. Bass presented a PowerPoint and the Airport Performance Metrics Report for October and November 2016. His discussion covered Growth & Air Service, CIP (Capital Improvement Plan) Update, Projects Update, UAV (Unidentified Aerial Vehicle), and the annual budget process. He reported growth of 15.65% for the first six months of fiscal year 2016-2017. He attributed December’s lower growth rate of 9.27% to the winter weather. He also discussed commercial service changes: Delta Airlines will add two daily Redmond-to-Seattle flights, starting June 12, 2017. United Airlines is reducing Denver service to one daily flight for part of May and some days in June 2017. The schedule currently shows Denver going down to one round trip on January 4 and returning June 8. All service is still loaded with a 50-seat CRJ-200. Use of larger regional jets for San Francisco will start on April 4, with one of the three round trips using a two-class CR-7. A 4<sup>th</sup> round trip to San Francisco will be added on May 4. Included in the projects update was a sign plan for the taxiways which is expected to be implemented before the fire season starts. Mr. Bass discussed how the City and Airport plan to address challenges posed by recreational use of drones by noncertified pilots. Some restrictions exist on flying drones within a five-mile radius of a commercial airport.

Councilor Patrick asked how drone operators would be expected to contact the Airport and how much advance notice they had to give. Mr. Bass outlined the message that will be released to the media.

Mr. Clark asked about the time of day that recreational drones could be operated.

Committee concerns included public safety, age of drone operators, size of recreational drones, benefit of giving the public a heads-up on drone operations, and importance of providing one point of contact for information about operating drones in Redmond.

B. Snow Report

Mr. Bass discussed (PowerPoint) the Airport Snow and Ice Plan for 2016-2017 and the impact of the 40-plus inches of snow received in November and December 2016 on operations and budget. Due to improvements in snow removal technology, the Airport can now de-ice a runway in less than 15 minutes. Operations (runway) and custodial staff have been working in 12-hour shifts to clear about 7,000 lineal feet of sidewalks, providing 24-hour coverage during major winter events.

Mr. Centers left the meeting at 6:15 p.m.

Committee concerns included how the Airport predicts and prepares for inclement weather and doing a better job of publicizing the Airport's loaner equipment program for transportation problems at the Airport (shovels, jumper cables, flat tires). Chair Sande thanked Airport staff for their hard work.

**VI. OLD BUSINESS**

A. CFCs

Mr. Bass said the Airport implemented a Customer Facility Charge of \$3 per day per car on car rental companies on October 1, 2016. He discussed the background and financial impact to the Airport, including how this revenue can be spent, and said the program was going well. The Airport is planning to use these funds to build a facility off the Airport property for the car rental companies. Intended uses would be refueling, washing, repair, and overflow parking.

B. Ground Transportation Operating Agreement and Fees

Mr. Bass discussed proposed changes to the City code to update the operating agreements and fees for taxi services on Airport property. The changes are primarily intended to improve Airport security. All drivers must now sign a conduct form which was done when they received their Airport badges (128 badges issued). The security gate for the new tracking system has been in place for 22 days. He estimated the financial impact to the Airport (annual revenue vs. expense). Funds from this program would be allocated to the Airport's General Operating Fund. The code changes and the annual \$100 access agreement fee per company is awaiting Council approval.

**VII. NEW BUSINESS**

A. Election of 2017 Officers

Due to lack of a quorum, Chair Sande postponed election of officers to the next meeting.

**VIII. COMMITTEE MEMBER COMMENTS**

Mr. Neary asked if the Aero Pub was planning to change its operating hours.

Mr. Coffelt thanked Mr. Bass for the quality of information presented in his Airport Reports.

Mr. Bass said he was planning to update Council about the Airport Master Plan in February and asked how the Airport Committee wanted to receive this information. Committee members generally agreed that e-mailing this data to them would be acceptable.

Chair Sande thanked Mr. Bass for all his hard work in coping with the challenges posed this winter.

Mr. Bass offered to obtain a gavel for Chair Sande.

Next meeting: Thursday, March 9, 2017.

**IX. ADJOURN**

With no further business, Chair Sande adjourned the meeting at 6:30 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this  
\_\_\_\_ 9 day of March \_\_\_\_\_, 2017.

ATTEST:



Eric Sande  
Chair



Zachary Bass  
Airport Director