



Redmond Municipal Airport-Roberts Field
2522 SE JESSE BUTLER CIRCLE, #17
REDMOND, OR 97756
541.504.3499
FAX: 541.548.0591
RDM@flyrdm.com
www.flyrdm.com

AIRPORT COMMITTEE

Thursday, November 9, 2017
5:30 PM

COMMITTEE MEMBERS

Eric Sande
Chairman

Sean Neary
Vice Chair

Rob Berg
Member

Ross Centers
Member

Kelly Coffelt
Member

David Foote
Member

Justin Livingston
Member

Tim Moor
Member

Auna Pendergrass
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 July 13, 2017 –Exhibit 1
- V. **AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS**
 - a) Airport Report
 - b) Master Plan Update
- VI. **OLD BUSINESS**
 - a) Air Service Update
- VII. **NEW BUSINESS**
 - a) Nothside GA (General Aviation) Design
 - b) Growth Constraints
- VIII. **COMMITTEE MEMBER COMMENTS**
- IX. **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.



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

SEPTEMBER

<i>Passengers</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,320	26,448	28,710	33,032	38,883	5,851	17.71%	17.71%
August	23,877	27,374	29,276	33,993	39,352	5,359	15.77%	16.73%
September	21,797	23,466	24,896	29,287	33,346	4,059	13.86%	15.85%
October	21,207	21,796	24,496	29,400				
November	20,075	20,405	23,974	27,637				
December	22,806	19,988	25,286	27,630				
January	20,550	21,225	24,863	25,768				
February	17,502	19,357	22,912	25,345				
March	21,067	22,469	25,313	29,671				
April	19,479	20,986	23,656	26,536				
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	111,581			
Deplanements	234,961	258,048	288,478	348,023	110,080			
Total Passengers	492,880	529,611	579,636	698,425	221,661			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>Sept. 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	15.34
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	7.18
<i>Operating Efficiency</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	11.61

September					
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg
Passenger Facility Charge	\$ 84,920	\$ 94,156	\$ 110,204	\$ 125,065	13.5%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 77,766	0.0%
Landing Fees	\$ 69,038	\$ 77,557	\$ 95,730	\$ 147,991	54.6%
Fuel Flowage Fees	\$ 13,137	\$ 12,848	\$ 16,606	\$ 25,146	51.4%
Fuel (Gallons) Jet A	181,909	178,263	229,361	351,723	53.3%
Fuel (Gallons) Avgas 100LL	5,759	5,275	7,874	7,510	-4.6%
Fuel Tank Fees	\$ -	\$ 248	\$ 1,729	\$ 6,918	300.2%
Space Usage Fees	\$ 43,813	\$ 46,970	\$ 49,342	\$ 61,765	25.2%
Supplemental Security Fee	\$ 16,523	\$ 17,693	\$ 20,765	\$ 29,780	43.4%
Parking	\$ 174,886	\$ 188,195	\$ 211,764	\$ 245,397	15.9%
Rental Cars	\$ 75,349	\$ 90,127	\$ 96,625	\$ 118,017	22.1%
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,689	\$ 6,323	11.1%
Concession Commissions	\$ 9,728	\$ 10,528	\$ 13,769	\$ 16,597	20.5%
General Aviation	\$ 25,248	\$ 30,402	\$ 30,892	\$ 31,257	1.2%
Forest Service Leases	\$ 51,549	\$ 51,819	\$ 52,136	\$ 70,470	35.2%
Total Revenues for month:	\$ 569,539	\$ 625,890	\$ 705,251	\$ 962,491	36.5%
Total Operating Cost for month:	\$ 330,296	\$ 337,261	\$ 424,012	\$ 387,256	-8.7%
Cargo (Lbs)	165,662	171,623	180,365	274,899	52.4%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

JULY

<i>Passengers</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,320	26,448	28,710	33,032	38,883	5,851	17.71%	17.71%
August	23,877	27,374	29,276	33,993				
September	21,797	23,466	24,896	29,287				
October	21,207	21,796	24,496	29,400				
November	20,075	20,405	23,974	27,637				
December	22,806	19,988	25,286	27,630				
January	20,550	21,225	24,863	25,768				
February	17,502	19,357	22,912	25,345				
March	21,067	22,469	25,313	29,671				
April	19,479	20,986	23,656	26,536				
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	38,883			
Deplanements	234,961	258,048	288,478	348,023	39,015			
Total Passengers	492,880	529,611	579,636	698,425	77,898			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>July 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	12.68
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	6.80
<i>Operating Efficiency</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	7.04

July

REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg
Passenger Facility Charge	\$ 92,254	\$ 96,886	\$ 110,748	\$ 126,282	14.0%
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 63,417	0.0%
Landing Fees	\$ 126,970	\$ 105,580	\$ 113,943	\$ 158,946	39.5%
Fuel Flowage Fees	\$ 24,376	\$ 19,039	\$ 21,368	\$ 31,193	46.0%
Fuel (Gallons) Jet A	296,529	257,009	296,303	426,847	44.1%
Fuel (Gallons) Avgas 100LL	51,694	14,972	8,952	18,770	109.7%
Fuel Tank Fees	\$ -	\$ -	\$ 662	\$ 8,729	1218.0%
Space Usage Fees	\$ 46,651	\$ 53,880	\$ 54,896	\$ 70,556	28.5%
Supplemental Security Fee	\$ 19,876	\$ 20,967	\$ 23,894	\$ 35,054	46.7%
Parking	\$ 144,915	\$ 148,708	\$ 169,210	\$ 195,313	15.4%
Rental Cars	\$ 92,683	\$ 109,542	\$ 119,793	\$ 146,505	22.3%
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,640	\$ 6,200	9.9%
Concession Commissions	\$ 11,522	\$ 13,320	\$ 17,052	\$ 18,806	10.3%
General Aviation	\$ 27,783	\$ 25,736	\$ 30,719	\$ 31,256	1.7%
Forest Service Leases	\$ 81,238	\$ 48,744	\$ 52,136	\$ 70,470	35.2%
Total Revenues for month:	\$ 673,616	\$ 647,749	\$ 720,062	\$ 962,727	33.7%
Total Operating Cost for month:	\$ 203,104	\$ 319,091	\$ 351,559	\$ 273,772	-22.1%
Cargo (Lbs)	176,210	184,178	176,417	248,606	40.9%



Roberts Field - Redmond Municipal Airport Airport Performance Metrics Report

AUGUST

<i>Passengers</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>Variance (+/-)</i>	<i>% Var</i>	<i>YTD % Var</i>
July	24,320	26,448	28,710	33,032	38,883	5,851	17.71%	17.71%
August	23,877	27,374	29,276	33,993	39,352	5,359	15.77%	16.73%
September	21,797	23,466	24,896	29,287				
October	21,207	21,796	24,496	29,400				
November	20,075	20,405	23,974	27,637				
December	22,806	19,988	25,286	27,630				
January	20,550	21,225	24,863	25,768				
February	17,502	19,357	22,912	25,345				
March	21,067	22,469	25,313	29,671				
April	19,479	20,986	23,656	26,536				
May	21,165	21,901	7,379	29,137				
June	24,074	26,148	30,397	32,966				
Enplanements	257,919	271,563	291,158	350,402	78,235			
Deplanements	234,961	258,048	288,478	348,023	77,249			
Total Passengers	492,880	529,611	579,636	698,425	155,484			

KEY METRICS						
<i>Revenue Per Enplanement</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>	<i>August 2017</i>	
	\$ 15.26	\$ 15.16	\$ 16.22	> \$15.00	\$	14.62
<i>Airline Cost Per Enplanement (CPE)</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 5.45	\$ 6.13	\$ 7.33	< \$6.50	\$	8.53
<i>Operating Efficiency</i>	<i>FY 16/17</i>	<i>FY 17/18</i>	<i>Benchmark</i>	<i>Goal</i>		
	\$ 15.13	\$ 17.29	\$ 17.79	< \$20.00	\$	8.21

August						
REVENUES (by Fiscal Year)	2014/15	2015/16	2016/17	2017/18	% Chg	
Passenger Facility Charge	\$ 85,999	\$ 97,146	\$ 119,612	\$ 129,929	8.6%	
Customer Facility Charge (Car Rental)	\$ -	\$ -	\$ -	\$ 50,289	0.0%	
Landing Fees	\$ 114,985	\$ 117,401	\$ 124,889	\$ 230,270	84.4%	
Fuel Flowage Fees	\$ 21,541	\$ 24,251	\$ 23,509	\$ 39,434	67.7%	
Fuel (Gallons) Jet A	286,049	318,867	324,713	549,786	69.3%	
Fuel (Gallons) Avgas 100LL	21,673	27,570	11,135	14,794	32.9%	
Fuel Tank Fees	\$ -	\$ -	\$ 1,834	\$ 11,004	499.9%	
Space Usage Fees	\$ 50,348	\$ 53,156	\$ 55,492	\$ 70,322	26.7%	
Supplemental Security Fee	\$ 20,272	\$ 20,620	\$ 24,171	\$ 34,914	44.4%	
Parking	\$ 154,658	\$ 176,596	\$ 232,871	\$ 259,011	11.2%	
Rental Cars	\$ 119,077	\$ 108,793	\$ 121,378	\$ 158,452	30.5%	
Rental Cars Lot Fees	\$ 5,348	\$ 5,348	\$ 5,640	\$ 6,200	9.9%	
Concession Commissions	\$ 12,248	\$ 13,178	\$ 17,001	\$ 21,819	28.3%	
General Aviation	\$ 24,399	\$ 29,716	\$ 30,719	\$ 31,494	2.5%	
Forest Service Leases	\$ 66,906	\$ 54,950	\$ 52,136	\$ 70,470	35.2%	
Total Revenues for month:	\$ 675,780	\$ 701,154	\$ 809,252	\$ 1,113,606	37.6%	
Total Operating Cost for month:	\$ 433,825	\$ 450,172	\$ 388,082	\$ 323,054	-16.8%	
Cargo (Lbs)	181,780	151,088	196,720	328,877	67.2%	



Redmond Municipal Airport-Roberts Field

2522 SE Jesse Butler Circle, Suite 17

Redmond, OR 97756-8643

Phone 541-504-3499

Fax 541-548-0591

www.flyrdm.com

EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

July 13, 2017

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

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

Youth Ex Officio Absent: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant 3*; Fred LeLacheur, *Airport Engineer*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick

Visitors: Joe Roshak, *Century West Engineering*; Nelson Carrick, *Leading Edge Jet Center*; Stan Clark

Media: None

(Agenda items appear in the order discussed. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:32 p.m.

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

Mr. Bass reported Deschutes County representative Trish Jorgenson resigned due to moving out of the state. He expected to fill this position by the September meeting.

II. ANNOUNCEMENTS

A. Swearing in of Committee Member Justin Livingston
Councilor Patrick administered the oath of office to Mr. Livingston.

III. COMMENTS FROM CITIZENS

None.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Leading Edge FBO Brief
Mr. Bass introduced Mr. Carrick, General Manager of Leading Edge Jet Center. Leading Edge bought out Butler Aircraft, retaining all employees except the general manager, and is now the only Fixed Base Operator at Redmond Municipal Airport.

Mr. Carrick outlined his previous experience, background leading to his current position as Leading Edge's new General Manager, and services offered. The workload has more than

doubled with the advent of the fire season. He said the focus was to develop more corporate aircraft clients and recommended ways to market Redmond Airport more effectively. He commended Redmond Airport's operations crew as "the best he's ever worked with."

Committee member comments included it was nice to see activity on the north side of the Airport. Additional concerns covered what Leading Edge purchased from Butler, sources of new business activity, and what the Airport could do to attract more business.

Mr. Bass asked Mr. Carrick to provide twice-yearly updates.

B. Airport Report

Mr. Bass presented (PowerPoint) his director's report and Airport Performance Metrics Reports for April and May 2017.

Mr. Berg arrived at 5:50 p.m., establishing a quorum.

His overview included Redmond Quick Facts, updated organizational chart, revenue and debt service, and a project update map. He discussed the impact of Alaska Airlines' current pilot shortage on Redmond and other Oregon airports. Highlights of activity since the May meeting: April enplanements were up 13%, May enplanements were up 8,000 from two years ago (Airport closed in May 2016), and June enplanements were 32,966. Leading Edge is exploring the feasibility of adding a flight school, which could double Redmond's annual operations. The Airport is now switching over to the new leases. Allegiant Airlines has not yet responded. American Airlines is considering adding a second Phoenix flight.

Mr. Bass introduced Redmond Airport's new engineer, Fred LeLacheur. Mr. LeLacheur summarized his professional background and experience as a consultant to the Airport.

C. Master Plan Update

Mr. Bass discussed the progress, timeline, public involvement process (advisory committees, open houses), and potential impact on Airport operations of improvements being considered during the update. The FAA (Federal Aviation Administration) approved the forecast of doubling enplanements within 20 years. Improvements under consideration included general aviation expansion, runway extension and expansion, and terminal improvements. The update is expected to be done late this winter. He will provide additional updates as information becomes available.

Ms. Pendergrass asked how jet bridges would benefit the Airport and which airlines and planes the Airport might be working with in the future.

Committee concerns included enplanement thresholds for making identified improvements.

Mr. LeLacheur outlined advantages to jet bridges. Mr. Bass discussed options for accommodating more travelers expected and making needed improvements.

IV. APPROVAL OF MINUTES

A. March 9, 2017

B. May 11, 2017

Motion 1 (5/0/0): Mr. Neary moved to approve the minutes of March 9 and May 11, 2017, as presented amended. Mr. Livingston seconded the motion which passed unanimously.

VI. OLD BUSINESS

A. TNC Update

Mr. Bass said Lyft, a transportation network company, began operating at the Airport in late June. June pickups for other TNCs: 850 Uber and 2,700 taxis. The overall experience with Uber has been good. The Airport is working to educate drivers about appropriate pickup/drop-off locations and planning to impose fines on individual drivers to encourage compliance. Drop-off and pickup statistics have been available only since fall 2016, when the Airport implemented gate access controls and fees. He will keep the committee informed. Additional budget information to committee members was available on request.

B. Fiscal Year 2016-2017 Budget Review

Mr. Bass summarized (PowerPoint) the Airport's budget performance for the prior fiscal year. The Airport underspent its budget by 10% and revenues were 4% higher than expected. Final numbers were not available due to year-end adjustments still underway.

Committee discussion covered the budget impact of last winter's snow events.

VII. NEW BUSINESS

A. Eclipse Update

Mr. Bass discussed (PowerPoint) emergency planning for the Cascadia event: what we know, don't know, and Airport assets. The Airport has been identified as a critical FEMA (Federal Emergency Management Association) asset and is #1 on the list for a FEMA assessment in fall 2017. The military is interested in the Airport becoming a MAFF (Modular Airborne Fire Fighting) base. **August 21 eclipse:** Based on hotel/motel and recreational vehicle reservations, about 191,000 visitors will join the 221,000 citizens already in Central Oregon. This estimate did not include people camping in other areas. Fuel capacity for the weekend prior to the eclipse will be increased. However, Redmond Airport's primary focus, per the City Manager, will be to keep runways and taxiways clear so tankers can fly and commercial planes can get in and out.

Mr. Berg outlined Madras preparations for the solar eclipse which started three years ago. He covered visitor demographics, impact of poor weather in Newport and Salem (also in the line of totality) on the highway system and visitor counts, and economic impacts (extra costs, fund-raising opportunities). *Other concerns:* fire season vs. tourist needs, recreational drones, and impact of eclipse and other tourists on emergency services, infrastructure, and community resources. At this point, 327 airplanes of the 450 allowed have been confirmed. The event day has been sold out for a while but, as of today, reservations were still available for August 17-19. For safety and liability reasons, Madras will be a Class Delta-controlled airport for 4 days. The (Madras) Air Show of the Cascades will run August 25-26, 2017.

VIII. COMMITTEE MEMBER COMMENTS

Next meeting: Thursday, September 14, 2017. **(Cancelled)**

Next meeting: Thursday, November 9, 2017

IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:32 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this _____ day of _____, 2017.

ATTEST:

Eric Sande
Chair

Zachary Bass
Airport Director