



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](http://www.flyrdm.com)

## REDMOND AIRPORT COMMITTEE MINUTES

August 13, 2015

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

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

**Youth Ex Officio:** (absent: *Frank Reed*)

**City Staff:** Zachary Bass, *Airport Business Manager*; Felila Narotski, *Airport Business Coordinator*; Nettice Honn, *Aviation Program Manager*; Nicole Jurgensen, *Airport Security Manager*; Winton Platt, *Operations Manager*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

**Visitors:** George Endicott, *Mayor*; Jay Patrick, *City Council Liaison*; Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Tim and Carrie Elmore, *White Dog I LLC*

**Media:** Dave Morgan, *Redmond News Today*

(Note: The 3-digit number after a motion title shows the number of members voting in favor/opposed/abstaining.)

### I. CALL TO ORDER/ROLL CALL

Chair Henegar called the Redmond Airport Committee (AC) meeting to order at 5:36 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (7 of 9) was present.

### II. ANNOUNCEMENTS

None.

### III. COMMENTS FROM CITIZENS

None.

### IV. APPROVAL OF MINUTES

**Motion 1** (7/0/0): Mr. Sande moved to approve the minutes of June 11 and July 9, 2015. Mr. Neary seconded the motion which passed unanimously.

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

#### A. Airport Executive Team Introduction

Mr. Witcosky introduced Mr. Bass, Ms. Jurgensen, and Mr. Platt, summarizing their experience and new roles, and expressed confidence in the new executive team's abilities. Mr. Bass's new title is Airport Business Manager. Ms. Honn has been promoted to Aviation Program Manager. Mr. Witcosky stated the Airport needed stability and he did not intend to recruit a new airport director until 2016.

Committee members expressed concern about how Executive Team members will work together and resolve differences. Mr. Witcosky responded that they would sign the same working agreement as the rest of his leadership team.

B. Airport Executive Team Report

Mr. Bass presented the Airport Executive Team Report dated August 13, 2015, and the Redmond Municipal Airport Organization Chart. Additional details were provided in response to committee interest (paragraph numbers below correspond with the numbering of these topics in the Executive Team Report).

8. **Redesignation of Airport Security Rating (New)**

Chair Henegar asked how the new airport security rating would impact Redmond Airport and said he was glad to see the full-body scanner was back. Ms. Jurgensen explained how the Airport's becoming classified as a TSA Category II Airport will benefit the local Redmond TSA and its staffing needs.

3. **Runway 4-22 Project**

Chair Henegar asked about the effective date for redesignation of Runway 4-22 as 5-23 and Runway 10-28 as 11-29. The effective date and repainting need to be done together. Mr. Roshak discussed the redesignation process and timeline. Chair Henegar requested e-mail notification when the NOTAM (Notice to Airmen) is issued and recommended the Airport post NOTAMs on its website.

7. **USFS – Central Oregon Interagency Dispatch Center (COIDC)**

Chair Henegar asked about the USFS timeline for a decision. Mr. Bass replied that negotiations are proceeding. A second applicant has submitted a proposal for a center that would not be located on Airport-owned land. The COIDC doesn't have to be located on Airport property, but it would be more convenient for the Forest Service if it were.

10. **Airport Business Update**

Bombardier Aircraft Testing: Mr. Platt said C Series engineers from Bombardier Flight Testing Center in Wichita, Kansas, will be at the Airport for two to three weeks in August to test the CS100 experimental aircraft. Most flight testing will be done in the morning hours beyond Alfalfa, maintenance and ground testing after 11 a.m. Ms. Jurgensen said Airport staff will meet with Bombardier staff on August 31; she will e-mail an informational link to the Airport Committee.

Committee members also requested updates on the following issues:

- \* SCASDP (Small Community Air Service Development Program): Ms. Honn said the Airport should know the results of its application by the end of August 2015.
- \* New Fixed Base Operator: Ms. Jurgensen reported Leading Edge staff are receiving security training for badges and driver training. Leading Edge FBO opened its doors on August 3, 2015, and has been providing fuel to USFS and general aviation customers. Chair Henegar urged everyone to support both FBOs as their success will favorably impact the Airport.
- \* Air Commuter Parking Lot: Mr. Platt summarized the background and planned improvements (new spaces, curbs, paving, landscaping). This lot was originally intended as an employee parking lot and will eventually be returned to that use. The Airport will include these improvements in its 2016-2017 budget request. He is tracking usage levels and expects the demand to overflow the available space within two years.
- \* Staff Vacancies: Mr. Bass said the Security Assistant position has been posted and the Airport will interview applicants in early September 2015. The Facility Supervisor

position will be posted in about a month. The Operations Lead position has a longer timeframe which has not been specified yet.

- \* Restaurant Build-Out: Mr. Bass provided a timeline on restaurant concession areas inside and outside security areas. The restaurant upstairs will be more of a bar area and is expected to open in October 2015. About 500 square feet of the downstairs restaurant space will be leased to the current concessionaire. Plans for the remaining concession space are still under consideration.
- \* Kid Zone Expansion: Mr. Bass said this area will be moved closer to "F" gate and include medical and pediatric services. Committee members suggested contacting Zooka! (pediatric dentists) in Bend.
- \* New (Digital) Advertising: Mr. Bass reported a favorable response from several area businesses to the Airport's interest in establishing a new revenue stream.
- \* Wi-Fi Update: Mr. Bass said fiber was being run from the street to the terminal to provide Wi-Fi service at a level that will support up to 400 users at a time. He is exploring sponsorship opportunities.
- \* Charging Stations: Mr. Bass said the Airport was researching options to install more stations.

## VI. CONSENT AGENDA

None.

## VII. OLD BUSINESS

### A. Lease Policy

Chair Henegar summarized efforts to update the Airport Lease Policy under the last four Airport Directors, what remained to be done, and the timeline for completion. Goals for the review process included establishing equitable lease conditions for all lessees. The subcommittee has met several times and worked through a variety of issues. Subcommittee members were close to presenting their findings to the full Airport Committee prior to the recent departure of the last Airport Director. He has reached out to other airport directors including former Interim Redmond Airport Director Bob Noble, who emphasized the importance of having one policy. Due to concerns about differing lease conditions for properties inside and outside the security fence, the subcommittee is currently leaning toward two policies.

Mr. Bass stated that Airport staff supported having one policy and explained the rationale behind the FAA (Federal Aviation Administration) preference for one policy.

Mayor Endicott said the Council needed both consistency and flexibility in the policy.

Councilor Patrick cautioned the Airport should do nothing to jeopardize its financial relationship with the FAA.

Mr. Lee expressed concern about the review timeline, noting the Airport previously committed to additional stakeholder input before presenting the policy for Council approval.

Following discussion, Chair Henegar agreed the subcommittee would meet with the Executive Team within two weeks to work out the remaining issues and present its report to the full Airport Committee at the September 2015 meeting.

B. Rules and Regulations

Mr. Neary presented a written report which included his subcommittee's recommendations to clarify the meaning and intent of the rules.

Chair Henegar outlined the timeline for presenting this document to City Council on September 22, 2015.

Mr. Bass commended Mr. Neary for the thoroughness of his subcommittee's report. This format will be used as a template for future reports of this kind.

**VIII. NEW BUSINESS**

A. Development of FY 2015-2016 Work Plan

Mr. Bass reported progress on developing a draft scope of work for the next 18-24 months. He would like to complete the draft before convening a subcommittee.

Chair Henegar repeated his request from the July meeting to review sample work plans and strategic business plans. He stated the Airport Committee wanted to be involved in this project, both to help and to learn more about the process.

B. Airport Strategic Business Plan

Mr. Bass requested a volunteer as liaison between the Airport Committee and staff.

Mr. Foote volunteered to serve as the Airport Committee liaison on the business plan.

**IX. COMMITTEE REPORTS**

A. Lease Policy Subcommittee

Members: Doug Knight/Subcommittee Chair, Marc Henegar, Stan Clark, Don Lee

See discussion under Agenda Item VII.A.

B. Task Force

AC Members: Marc Henegar, Eric Sande

Vice-Chair Sande said the Task Force did not meet in August due to summer vacation schedules. The next meeting will be in September 2015.

Chair Henegar reported the airlines are still selling inventory for the temporary closure period in May 2016.

**X. COMMITTEE MEMBER COMMENTS**

Mr. Sande assured Airport staff that the Redmond Chamber of Commerce supported their efforts and was willing to help in any way possible.

Mr. Foote said it was good to see a solid leadership team.

Mr. Neary requested an update on the Airport Committee's recommendation to change the airport name from Redmond Municipal Airport to Redmond Regional Airport. Mr. Bass said this idea could be considered within the Airport Strategic Plan. Chair Henegar recommended discussing this idea at a future meeting.

Mr. Centers said he felt reassured by the continuity of the Executive Team and the consideration of big-picture issues moving forward.

Chair Henegar said he appreciated former Airport Director Jeff Tripp's work. He welcomed the new Executive Team members and thanked them for the information presented at this meeting.

**XI. ADJOURN**

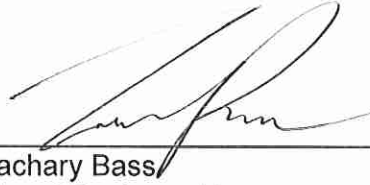
With no further business, Chair Henegar adjourned the meeting at 6:46 p.m.

APPROVED by the Redmond Airport Committee and SIGNED by the Chair this 10 day of SEPTEMBER, 2015.

ATTEST:



Marc Henegar  
Chair



Zachary Bass  
Airport Business Manager