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**REDMOND AIRPORT COMMITTEE  
MINUTES  
July 9, 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, Sean Neary (excused: *Kelly Coffelt, Doug Knight*; absent: *Rob Berg, David Foote, Tim Moor*)

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

**City Staff:** Jeffrey Tripp, *Airport Director*; Nettice Honn, *Executive Assistant*; Cameron Prow, *TYPE-Write II*

**Visitors:** Jay Patrick, *City Council Liaison*; Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Stan Clark

**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**

Chair Henegar called the Redmond Airport Committee meeting to order at 5:35 p.m.

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

**II. ANNOUNCEMENTS**

None.

**III. COMMENTS FROM CITIZENS**

None.

**IV. APPROVAL OF MINUTES**

Chair Henegar postponed approval of the June 11, 2015, minutes due to lack of a quorum.

**V. CONSENT AGENDA**

None.

**VI. OLD BUSINESS**

None.

**VII. NEW BUSINESS**

**A. Development of FY2015-2016 Work Plan**

Mr. Tripp said planning the next 12-month calendar dovetailed nicely with the Airport Strategic Business Plan.

**B. Airport Strategic Business Plan**

Mr. Tripp presented the October 2012 version of the Airport Strategic Plan for fiscal year (FY) 2012-2017 and discussed the Airport's five-year goals supporting Council Goal 1

(Sustain Operations). In response to Chair Henegar's request, he provided a brief update of the current status on each item listed under Council Goal 1 and where it needs to go forward. Included in his summary were staff training goals, new staffing needs (lease/property specialist, marketing/public information specialist), cost-efficient software to better manage Airport standalone programs and capital assets, potential new revenue (advertising space in the terminal), developing/implementing a marketing program including an advertising policy, and financing challenges away from the runways.

Chair Henegar recommended the committee continue reviewing the FY2012-2017 strategic plan at the August 2015 meeting. The addition of Leading Edge on the north side gives the Airport a prime opportunity to open up discussion on a five-year business plan.

Councilor Patrick identified topics for further discussion: how to assure success of the Leading Edge and Butler FBOs, security fence location, making the Airport a place that attracts people and businesses, potential partners, strategic plan focus to make the Airport better today than yesterday, balancing commercial and general aviation, maximizing monetary opportunities, and bringing back the Redmond Air Show.

Airport Committee members clarified their understanding of the 2012-2017 plan. Additional concerns included differences between business plans and strategic plans, removing redundant language, how to make Redmond Airport and the community more friendly to business, reaching out to similar airports about how they do strategic planning, and reviewing sample business and strategic plans before the next meeting.

Mr. Tripp said he would provide definitions and examples of business and strategic plans for the August 2015 meeting.

## VIII. COMMITTEE REPORTS

### A. Rules and Regulations Subcommittee

Members: Sean Neary, Chair; Kelly Coffelt, Eric Sande, Stan Clark

Mr. Tripp said he hadn't heard many comments regarding changes and expected this document to move forward quickly.

Mr. Neary reported the subcommittee has reviewed public comments on the prior draft twice since June 2015 and will report to the full Airport Committee (AC) on August 13, 2015.

### B. Lease Policy Subcommittee

Members: Doug Knight, Chair; Marc Henegar, Stan Clark, Don Lee, Jeff Tripp

Chair Henegar said the subcommittee met last week and will meet again next week. The subcommittee's goal is to present its recommendations at the full Airport Committee meeting in August 2015. Following committee feedback, the document will be finalized and forwarded to Council in late September 2015.

Mr. Tripp said he wanted to submit the updated lease policy for a final public comment period before presenting it for Council approval. One of the challenges is to make the language more generic so it can be used for both aeronautical and nonaeronautical leases.

### C. Airport Closure Task Force

Vice-Chair Sande said the task force has met twice and is working closely with staff to coordinate press releases. Members are brainstorming ideas. Decisions so far include offering suggestions for bus transportation but not subsidizing any particular company.

Chair Henegar commended staff for doing a great job of bringing task force members together. During discussion, it has become clear that the task force's job is *awareness and education*. Outreach to date revealed Redmond Airport is way ahead of airports in Sun Valley, Hayden (Steamboat Springs), and Bellingham. A major concern at this point is convincing the airlines to pull their inventory for the May 2016 closure period.

Mr. Tripp said the Airport has issued notices to the airlines about the 2016 closure dates.

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

### A. Airport Director's Report

Mr. Tripp presented the Airport Director's Report dated July 9, 2015, and provided additional details in response to committee interest on Air Service Initiatives and Updates. COAST (Central Oregon Air Service Taskforce) members are working to get two-class cabin service to/from Los Angeles (LAX) for summer 2016. *American Airlines* has requested assurance that Redmond Airport ramps have space for 76-seat aircraft. He noted the possibility that ramp extensions required for 50-seat aircraft could be less with 76-seat aircraft, which would free up resources to be used on other projects. Airport staff are exploring how to reconfigure the ramp to maximize use of the limited space and perhaps gain space for larger aircraft and more jets. Establishing new service to Phoenix, Arizona (PHX), is also under discussion.

Chair Henegar noted that all regional airports are moving to jets with 76 seats or more and outlined current industry trends by the airlines serving Redmond Airport. Irrespective of a Cascadia or other FEMA (Federal Emergency Management Association) event, Redmond Airport does not need a 10,000-foot runway.

Mr. Tripp announced *Allegiant Airlines*, after the Seattle conference, expressed interest in providing LAX service to Redmond. He is awaiting their response to his offer of the standard incentive package with a one-year waiver of landing fees.

### B. Leading Edge Jet Center Application for FBO Services

Mr. Tripp reviewed (PowerPoint) the background and status of *Leading Edge Aviation, Inc.*, which will become Redmond's second fixed-base operator. Council has approved the completed application and Leading Edge is expected to start operation at the beginning of August 2015. Leading Edge will lease 3.74 acres, including the facilities formerly occupied by Butler. He summarized the lease terms which include an option to lease an additional 4.2 acres of ramp space. Services provided will include aviation fueling, ground services, customer service (catering, lodging, transportation), aircraft maintenance, aircraft charter, storage, and avionics service (1 of 3 shops in western United States). The Airport plans to invest about \$49,000 to upgrade the old FBO building, which was constructed in the 1960s. Leading Edge has talked about spending \$50,000 of its own funds on additional upgrades. The building's remaining life expectancy is five to seven years. The Airport is exploring how it can maximize the useful space at this location. He presented photos of the new fuel storage facility. Discussion is continuing about whether Redmond Airport should build a larger fuel farm to provide additional capacity if a Cascadia event were to occur.

Chair Henegar said Leading Edge was also starting a helicopter flight school at Salt Lake Community College at the Salt Lake City International Airport in Utah this fall. Committee comments included the number of new jobs created, potential of Business Air (now in Bend) leasing a hangar, fuel storage safety, why the Airport Committee was not apprised about FBO conversations, and how to recover the cost of the new fuel storage facility.

C. SCASDP

Mr. Tripp said the Small Community Air Service Development Program provides grants through ODOT (Oregon Department of Transportation) to help communities pursue air service opportunities. Redmond received SCASDP grants in 2003, 2005, and 2012. The Airport has until July 22, 2015, to apply for a 2015 grant. If approved, the Airport would use the \$500,000 to work on opening the Phoenix market and getting LAX service back on a full-time basis. The Airport is working with EDCO (Economic Development for Central Oregon) on revenue guarantees and COVA (Central Oregon Visitors Association) for marketing services. He will request Council approval on Tuesday of three proposals: (1) a third addendum to the existing Mead & Hunt contract to increase the contract amount by \$20,000 to cover SCASDP development and additional needs which might occur between now and September 2015; (2) Butler Air Services' FBO application; and (3) an application from Air Flight Dynamics to do advanced flight training for airline pilots in upset recovery.

Mr. Tripp reported being contacted recently by a firm wanting to do flight testing on a C-1000 and other aircraft. Airport staff have shown this company what Redmond has to offer and the company has also talked to the FBOs. The Airport is also working with the Redmond Chamber of Commerce and Redmond Economic Development, Inc. Details, including office space and housing, still have to be worked out, but there is a possibility of having 30-50 people come for 3 weeks (August) and a potential long-term relationship.

Chair Henegar discussed opportunities that might be available due to companies looking for ways to re-use aircraft being pulled from the commercial market. He commended Mr. Tripp for the quality of reports provided to the Airport Committee.

X. **COMMITTEE MEMBER COMMENTS**

Chair Henegar said the Airport Closure Task Force has been discussing how to use parts of Runway 4-22 not under construction or other areas, such as the ramp and terminal, during the reconstruction project. He cautioned that parts of the runway not under construction still might be off limits to other uses.

Mr. Roshak explained what parts of the runway will be closed during the reconstruction project. He agreed it might be possible to conduct tours of some parts without negatively impacting the construction operation.

XI. **ADJOURN**


Tentative agenda items for August

- \* Definitions and examples of business and strategic plans
- \* UAVs (unidentified aerial vehicles)
- \* Contract tower program
- \* State and local funding issues (fuel taxes)
- \* Other Airport issues and concerns

With no further business, Chair Henegar adjourned the meeting at 7:20 p.m.

APPROVED by the Redmond Airport Committee and SIGNED by the Chair this 13 day of August, 2015.

ATTEST:

  
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Marc Henegar  
Chair

  
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Zachary Bass  
Business Manager