



Redmond Municipal Airport-Roberts Field
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REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES

July 14, 2016

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

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

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Fred LeLacheur,
Morrison-Maierle (Airport engineering services contractor); Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *City Council Liaison*; Thomas Headley III, *Century West Engineering*

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

Vice-Chair Sande called the meeting to order at 5:31 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (3 of 9) was not present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Vice-Chair Sande postponed approval of the June 9, 2016, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented his Director Update including the Airport Spotlight and briefing he provided to Council and a time-lapse video of Runway 5-23 reconstruction. The spotlight covered all 21 Airport employees, annual Airport scope of work, and projects/events that occurred during the May 2016 Airport closure. Also provided were the Airport Performance Metrics Report for May 2016, airport closure financials, 2015-2016 financial performance, and staffing levels. *Project update:* Runway 5-23 is expected to reopen in mid-September/early October 2016. Reconstruction of Taxiway B should start in mid-April 2017. The new COIDC (Central Oregon Interagency Dispatch Center) building went out to bid on July 13 and construction is expected to start in mid-August 2016. Due to funding schedules, Runway 11-29 reconstruction will probably start in spring 2018. He discussed other projects including vendor lot paving, fuel farm containment, parking lot cut/patch, environmental/insurance, police substation, security office build-out, and car rental lot

expansion. June 2016 was the first month the Airport had over 30,000 enplanements. He outlined planned staffing changes in Operations, Facilities, Administration, and Security.

Committee comments covered whether the 2015-2016 budget accounted for the impact of the Airport closure, 2017-2018 forecast, performance standards for each staff position, and level of quality in the Airport with/without a quality control manager.

VI. OLD BUSINESS

A. Master Plan Update – Consultant Selection

Ms. Honn reported the Airport selected Mead & Hunt to provide master-planning services. She outlined the scoring/evaluation criteria, draft scope of services, and process timeline for FAA (Federal Aviation Administration) approval and issuance of a grant in August 2016.

Committee concerns included land use (inside and outside the security fence), market analysis (best uses, demand, potential users), strategic plan elements in the master plan, and if Mead & Hunt reviewed the Airport's minimum standards prior to submitting the scope of services for FAA approval.

Ms. Honn responded to committee concerns including a fuller explanation of funding constraints on master plans and strategic plans.

B. Car Rental RFP

Mr. Bass summarized the Request for Proposals process. Airport staff held a pre-proposal meeting with all car rental companies 1.5 weeks ago. Following review of vendor-requested changes with Airport consultants, the Airport issued a revised addendum which will close on August 3. One of the changes will be to allow a fifth rental car company to apply. Following Council's approval of a proposal and the CFC (Customer Facility Charge) ordinance, the new car rental contract will start on October 1, 2016.

Chair Henegar arrived at 6:30 p.m., bringing the number of committee members present to four which still did not constitute a quorum.

VII. NEW BUSINESS

A. Restrictions on Political Campaigning

Ms. Honn presented ORS 260.432, Quick Reference – Restrictions on Political Campaigning for Public Employees rev. 12/13.

VIII. COMMITTEE MEMBER COMMENTS

Chair Henegar commended the Airport on the quality of the reconstructed runway.

Vice-Chair Sande shared his worst rental car experience.

IX. ADJOURN

With no further business, Vice-Chair Sande adjourned the meeting at 6:37 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this

14 day of October, 2016.

ATTEST:



Eric Sande
Vice-Chair



Zachary Bass
Airport Director