



Redmond Municipal Airport-Roberts Field
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REDMOND AIRPORT COMMITTEE MINUTES

Thursday, June 11, 2015

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

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

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

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

Visitors: Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Stan Clark

Media: None

(scribe CP's note: The minutes were created from an audio recording and notes taken at the meeting. The three digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

I. CALL TO ORDER

Vice-Chair Sande called the Redmond Airport Committee (AC) meeting to order at 5:34 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 9) was present. Mr. Knight arrived at 5:40 p.m. after the minutes were approved.

II. ANNOUNCEMENTS

Mr. Tripp said he attended the grand opening of Business Air at the Bend Airport yesterday. This new charter service is a regional asset and he is talking with them about what Redmond Airport can offer.

Vice-Chair Sande suggested adding Business Air to the list of optional air service carriers during Redmond Airport's temporary closure in May 2016.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Centers moved to approve the minutes of May 14, 2015. Mr. Neary seconded the motion which passed unanimously.

V. CONSENT AGENDA

None.

VI. OLD BUSINESS

Mr. Tripp reported he will check with the FAA (Federal Aviation Administration) on how to officially change the name of "Redmond Municipal Airport" to "Redmond Regional Airport." Committee

members agreed with the proposed name change, which was suggested by Chair Henegar for marketing purposes at the May 2015 meeting.

VII. NEW BUSINESS

- A. Development of FY 2015-2016 Work Plan
Mr. Tripp presented the September 2014 update of the FY2012-2017 Airport Strategic Plan, which he will e-mail to the Airport Committee. For cost efficiency purposes, Mr. Tripp recommended updating the existing five-year plan prepared by former Airport Director Kim Dickie. When funding becomes available, a new strategic plan could be done, if necessary, in conjunction with the new airport master plan. Past suggestions included hiring a consultant to prepare a new strategic plan, establishing a Finance Subcommittee, reviewing the draft RFQ (Request for Qualifications) for a master plan consultant, possible assistance of University of Oregon students for airport design guidelines (landscaping, signage), improving communication with General Aviation tenants, and becoming more GA-friendly. Updating the strategic plan will facilitate budgeting and staffing activities. He recommended the Airport Committee invest one-half hour each of the next two to three meetings to review the existing strategic plan and recommend updates. For ease of review, he will send this document to committee members.
- B. Airport BBQ
Mr. Tripp said the annual Airport barbeque will be held on June 25, 9 a.m.-2 p.m. and 4-6 p.m. Airport staff, GA tenants, customers, stakeholders, Airport Committee members, and City Councilors have been invited.

VIII. COMMITTEE REPORTS

- Mr. Tripp said he would like to present the Rules/Regulations draft and Airport Lease Policy draft to Council on/before September 22, 2015. These documents will change over time but the baseline documents need to be implemented. He outlined the review process to make that happen, provided a draft calendar for June through September, and requested a status report from each subcommittee.
- Mr. Knight recommended the Airport Committee appoint subcommittee chairs to help move the review process forward.
- A. Rules and Regulations Subcommittee
Members: Kelly Coffelt, Sean Neary, Eric Sande, Stan Clark
AC Vice-Chair Sande said the subcommittee needed another meeting to review Mr. Clark's suggested changes before forwarding its recommendations to the full Airport Committee.
- Mr. Neary volunteered to chair this subcommittee. Following discussion, the Airport Committee agreed by consensus to appoint Mr. Neary as the Rules/Regulations Subcommittee Chair.
- B. Airport Lease Policy Subcommittee
Members: Marc Henegar, Doug Knight, Stan Clark, Don Lee
Mr. Knight volunteered to chair this subcommittee. Following discussion, the Airport Committee agreed by consensus to appoint Mr. Knight as the Airport Lease Policy Subcommittee Chair.
- Airport Committee members asked Ms. Honn to coordinate scheduling a subcommittee meeting before the Airport Committee meeting in July.

IX. AIRPORT STAFF BRIEFINGS, REPORTS, and PRESENTATIONS

A. Airport Director's Report

Mr. Tripp presented the Airport Director's Report dated June 11, 2015, and provided additional details in response to committee interest.

1. **Airport Operations Performance Metrics:** Mr. Tripp presented the Airport Performance Metrics Report for April 2015 and said most metrics were trending in a positive direction. Total Operating Revenue was up 3%. Total Operating Cost was 10.6% higher, which he attributed to adding new staff and property maintenance. He reviewed key air service, revenue, and performance statistics for April which included:

- ! Revenue per Enplanement: \$16.19 (goal: over \$15.00)
- ! Airline Cost per Enplanement: \$5.94 (goal: under \$6.00)
- ! Operating Efficiency: \$17.82 (goal: under \$15.00)
- ! Number of passengers: 7.7% higher than prior year

Analysis of ways to improve performance metrics is ongoing and staff will re-examine benchmarks and goals over the next year. He attributed the lower numbers in December 2014 to weather. If May and June 2015 perform as previous months have, Calendar-Year Enplanements and Total Passengers could set a record.

2. **Air Service Initiatives and Updates:** COAST: Three members of the Central Oregon Air Service Taskforce – Mr. Tripp, Roger Lee/EDCO (Economic Development for Central Oregon), and Trina Froehlich/Mead & Hunt – met with five airlines at the Seattle conference of Airports Council International – North America June 1-3, 2015.

Capacity: *Alaska Airlines* added a 5th seasonal flight to Portland and a 4th flight to Seattle. *United Airlines* added a 2nd flight to Denver through April 2016 and a 3rd flight to San Francisco. Though Redmond's load factors have been running in the mid-80s for all airlines, *American Airlines* will reduce its current year-round flight schedule between Redmond and Los Angeles International Airport (LAX) to a summer-only schedule after September 9, 2015. The COAST team will work to convince American that Redmond can support a full-service, year-round schedule with 76-seat jets to/from LAX, based on load factors and regional growth. *Allegiant Airlines* is interested in returning to Redmond and providing service to LAX, Las Vegas, and Phoenix. The Airport sent a proposal to Allegiant today. *Skywest Airlines* and its codeshare partners (Delta and United) are happy with passenger loads and are looking for additional opportunities.

Committee concerns included the impact of losing nonseasonal flights to/from LAX.

7. **USFS – Central Oregon Interagency Dispatch Center:** The Airport's application, due on June 23, 2015, is almost done.

Mr. Lee inquired about the U.S. Forest Service lease rate.

X. **COMMITTEE MEMBER COMMENTS**

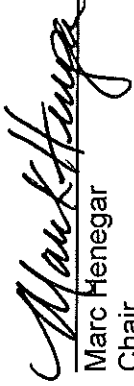
None.

XI. **ADJOURN**

With no further business, Vice-Chair Sande adjourned the meeting at 6:11 p.m.

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

ATTEST:



Marc Henegar
Chair

Zachary Bass
Business Manager