



Redmond Municipal Airport-Roberts Field

2522 SE Jesse Butler Circle, Suite 17

Redmond, OR 97756-8643

Phone: 541-504-3499

Fax: 541-548-0591

E-mail: RDM@flyrdm.com

Website: www.flyrdm.com

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

June 9, 2016

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, Doug Knight, Tim Moor, Sean Neary (*absent: Rob Berg, Kelly Coffelt, David Foote*)

Youth Ex Officio: Vacant

City Staff: Zachary Bass, *Airport Director*; Nettice Honn, *Aviation Program Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Mayor George Endicott

Visitors: Joe Roshak, *Century West Engineering*; Garry Finley

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 5:35 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 9) was present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Centers moved to approve the minutes of April 14 and May 12, 2016, as written. Mr. Neary seconded the motion which passed unanimously.

Chair Henegar arrived at 5:40 p.m. and Vice-Chair Sande passed control of the meeting to him.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass made a PowerPoint presentation on Airport activities since the May 2016 meeting plus ongoing and future projects.

Airport Performance Metrics Report – April 2016: Revenue Per Enplanement: goal – more than \$15.00, actual – \$15.21; Airline Cost Per Enplanement: goal – less than \$6.00, actual \$5.99; and Operating Efficiency: goal – less than \$20.00, actual – \$14.36.

Runway 5-23 Reconstruction: The Airport was closed successfully; it reopened to General Aviation 3 days early and reopened on time for Commercial traffic. He commended Century West (reconstruction contractor). Airport staff will be spotlighted at the June 28 Council meeting, at which time Mr. Bass said he will present a report on what was accomplished during the closure. He offered to share his presentation to Council with committee members.

Chair Henegar asked about car rental usage and pricing during the closure period. Mr. Bass said his research indicated the shortage in rental cars was due to the airbag recall situation.

Airport Facts: Airport staff are responsible for 2 million square feet of pavement (nearly 10% of the total area in the City of Redmond), manage over 100 leases, and spray 136 acres for weeds annually.

Mr. Sande asked Mr. Bass to send him a list of Airport facts for inclusion in a future Redmond Chamber of Commerce newsletter.

Air Service: The Airport currently has 42 flights (21 outbound, 21 inbound) per day. An air tanker blew a tire on the runway today at 1 p.m. The tire was changed and the aircraft towed out in under an hour. Mr. Bass commended the performance of the fixed-base operator, Airport staff, and U.S. Forest Service. Mr. Bass, Jon Stark/REDI (Redmond Economic Development, Inc.), and the Airport's consultant will fly to Denver on June 12 for the three-day Jumpstart conference and return on June 16. He reviewed the points he planned to make to five airlines they will speak with (Allegiant, American, Alaska, Delta, and United). He will update committee members at their next meeting.

Chair Henegar discussed aircraft changes Alaska Airlines was implementing, following the Virgin Airlines/Alaska merger, and requested metrics on Eugene Airport's San Jose flight.

Upcoming Projects: Mr. Bass discussed potential impacts and a timeline for resolution of FAA (Federal Aviation Administration) issues on the recently reconstructed Runway 5-23. Future large projects included 5-23/Phase II reconstruction, Taxiway B reconstruction, COIDC (Central Oregon Interagency Dispatch Center), Runway 11-29 design/construction, carwash facility, and ramp extension. Smaller projects included vendor lot paving, fuel farm containment, parking lot cutting/patching, environmental/insurance, police substation, security office buildout, and car rental lot expansion.

VI. OLD BUSINESS

A. Car Rental RFP

Mr. Bass said the new Request for Proposals went out on June 1, 2016; bids are due on June 30. He outlined the new contract's expected impact on Airport revenue. According to the car companies he consulted, the carwash facility must be staffed by car company staff to address liability concerns. Airport staff will ask Council on June 28 to approve a CFC (Customer Facility Charge) rate change which will become effective with the new contract on October 1, 2016. The Airport Committee will have the opportunity to review the bids.

B. Parking Lot Equipment Replacement RFP

Mr. Bass discussed the need for an update of hardware and software.

VII. NEW BUSINESS

A. Master Plan RFQ Update

Mr. Bass reviewed key metrics from the 2005 Master Plan. The Airport is expecting to reach the 299,600 enplanements estimated for 2023 within the next fiscal year (2016-2017). Proposals for the 2016 Master Plan are due June 16. The companies submitting the top

three proposals will be interviewed the last week in June/first week in July 2016. The Airport received six inquiries within the last month about building new corporate hangars and he suggested possible locations. He requested two volunteers to serve on the Master Plan Consultant Selection Subcommittee. He suggested Mr. Coffelt, for his experience in airport management, and noted that Mr. Foote previously volunteered. Mr. Sande volunteered to serve as an alternate.

Mr. Bass said a separate subcommittee would work with the master plan consultant.

B. Terminal Debrief

Mr. Bass summarized achievements during the 21-day airport closure and offered members a mini tour of the Airport following this meeting. Projects included the Kids Zone, kitchen hood, (rock) Chucks in Public Places photographic display and one rock chuck model, moving the smoking pits farther from entrance doors, live shooter drill (over 200 visitors), REDI (Redmond Economic Development, Inc.) luncheon, City Council meeting, deep cleaning, new advertising boards, and crack sealing.

Committee concerns included passenger feedback and post-closure enplanement metrics.

Mr. Sande reported the Redmond Chamber of Commerce received no adverse comments.

C. Cascadia Event

Mr. Moor discussed a countywide drill held this week on how to deal with the aftermath of an earthquake on the Oregon Coast. Personnel from multiple jurisdictions throughout Deschutes County participated: first responders and staff from Fire, Police, and Public Works. The type of problems likely to occur were staged, such as how to deal with large-scale issues and still take care of local citizens. Lessons learned included involving schools in the planning efforts, improving the ham radio system, and updating emergency preparedness plans for large-scale disasters. He said this exercise was very well done and very helpful.

Mayor Endicott discussed the Airport's role, coordinating local and other needs, and using the county fairgrounds as an activity center.

Committee concerns included the Chamber's role, checking with Bend Airport Director Gary Judd on how Bend's exercise went, and coordinating with county, state, and federal staff.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Centers said Leading Edge had decreased its gas price to \$3.75 per gallon.

Mr. Neary said REDI luncheon members appreciated the opportunity to see the Airport.

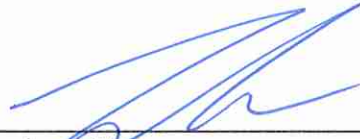
IX. ADJOURN

With no further business, Chair Henegar adjourned the meeting at 6:36 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