



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

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

May 12, 2016

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

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

Youth Ex Officio: Vacant

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

City Council Liaison: George Endicott

Visitors: Thomas Headley III and Joe Roshak, *Century West Engineering*

Media: None

I. CALL TO ORDER

Vice-Chair Sande called the meeting to order at 5:33 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

Vice-Chair Sande postponed approval of the April 14, 2016, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided an update (PowerPoint) on activities during the May 2-22, 2016, closure.

Central Oregon Interagency Dispatch Center: Construction is on schedule to start in August 2016 with occupancy expected in April 2017.

Taxiway B: The Airport is awaiting FAA (Federal Aviation Administration) funding. Staff will attend the May 17 Council meeting to request approval of the bid award to High Desert Aggregate & Paving. Staff are hoping to receive a notice to proceed in the next two months.

Mayor Endicott asked if the Cascadia event was included in staff's discussions with the FAA. Mr. Bass said the FAA did not fund emergency management. Ms. Honn replied that Airport staff wanted to be more proactive, but the FAA based its decision on the aircraft type.

Vice-Chair Sande suggested talking to U.S. Representative Greg Walden who is scheduled to visit Central Oregon on May 14, 2016.

Runway 11-29: Airport staff met with the FAA last week to present three funding options, ranging from \$3 million for a basic overlay to \$11 million for a more comprehensive approach. The FAA agreed to the \$11 million option which is expected to start in summer 2017. The project will include raising R/W 11-29 by 3 feet, widening all taxiways to 75 feet, putting in drainage, and fixing Alpha. Staff are working to redesignate R/W 11-29 to handle larger aircraft (from B-III to C-III). Ms. Honn provided additional details about FAA requirements.

Airport Master Plan: Funding will be provided by an FAA grant. The RFP (Request for Proposals) will go out by early next week.

Runway 5-23 Reconstruction: This project is on schedule and has recovered from the few hours of delay caused by last week's storms. Knife River has moved from operating 24 hours a day to a 6 a.m.-6 p.m. schedule. Mr. Headley noted that all work needing to be done on a 24-hour basis has been completed. For quality control purposes, finish work is being done in 12-hour shifts to take advantage of better lighting during daylight hours. Mr. Bass said a video was being made of the reconstruction process.

Closure Items Completed included a week-long active shooter drill (200+ emergency manager personnel), TSA (Transportation Safety Administration) meeting of state managers/FBI training, wiring/changing lights on the terminal apron, installing four new advertising screens (another six on order), tile cleaning/sealing, and landscape aeration.

Ongoing Projects included installing 21 closed-circuit TV cameras, crack-sealing, leveling the baggage claim floor, rekeying the whole building (all key-cutting now done in-house), installation of a range hood in the restaurant, cleaning, and painting.

Next Week Activities: REDI (Redmond Economic Development, Inc.) luncheon (250 people), City Council meeting on May 17, tours, Kid Zone build-out starting on May 16, replacing urinals, historical picture wall, art structure stands preparation/construction, security sweep/inspections, and Porsche safety training drills.

B. Budget Update

Mr. Bass said he recently learned that City ordinance requires the Airport Committee to review the proposed annual budget before it is presented to Council. Committee members will get an earlier look at the 2017-2018 budget, starting in January/February 2017. He made a PowerPoint presentation and discussed information provided in the meeting packet. Packet materials included a summary of the Airport Fund; detailed line-item budget for 2016-2017 covering General Operations, Terminal Operations, Airfield Operations, and Capital Projects; Airport Performance Metrics Report for March 2016; Customer Facility Charge (CFC) Program Overview; and Chair Henegar's e-mail to Airport staff regarding the proposed CFC for the Airport's planned rental carwash facility. Redmond Airport is the only commercial airport in Oregon without a CFC. He said the proposed budget for the next fiscal year was highly conservative. He invited committee members to e-mail budget questions to him.

Committee members clarified their understanding of the proposed budget. Additional concerns included the professional development plan for staff, allocating costs to profit

centers, Airport's continued growth, impact of a Cascadia event, advantages and disadvantages of the Airport's operating the carwash facility vs. a build-to-suit model for a private investor/operator, impact of CFCs on car rental agencies, and what other airports do.

Ms. Honn outlined resources available to Redmond Airport about how other airports operate, such as the Northwest Airport Property Managers Group.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Foote requested the opportunity to review the Airport Master Plan RFP. Ms. Honn noted the master plan RFP had been approved by the FAA.


Mr. Bass requested committee assistance in reviewing bids submitted in response to the Airport Master Plan RFP. Mr. Foote volunteered to serve on this committee.

IX. ADJOURN

With no further business, Vice-Chair Sande adjourned the meeting at 6:38 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this 9th day of June, 2016.

ATTEST:



Eric Sande
Vice Chair



Zachary Bass
Airport Director