



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 AIRPORT COMMISSION MINUTES

Thursday, November 20, 2014

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

Commissioners Present: Marc Henegar, *Chair*; Doug Knight; Eric Sande (absent: *Rob Berg, Kelly Coffelt, David Foote, Kenny Larkin, Tim Moor*; 1 vacancy)

City Staff: Jeff Tripp, *Airport Director*; Cameron Prow, *TYPE-Write II*

Visitors: Jay Patrick, *City Council Liaison*; Tom Headley and Joe Roshak, *Century West Engineering*; Don Lee, *NW Commercial*; Stan Clark; Carrie and Tim Elmore

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 commissioners voting in favor/against/abstaining.)

I. CALL TO ORDER

Chair Henegar called the meeting to order at 5:30 p.m. and welcomed the visitors.

Ms. Prow called the roll and confirmed that a quorum was not established as only three of eight commissioners were present.

II. ANNOUNCEMENTS

Chair Henegar said former Chair Mike Newell had left the Redmond Airport Commission to take another job outside the area and thanked Mr. Newell for his service. He announced that Commissioner Sande had been named the Oregon "Chamber Executive of the Year" and passed around a copy of a newspaper article about the award.

Commissioner Knight introduced himself as the new City of Bend representative and summarized his background (Bend City Councilor, private pilot, developer, and civil engineer).

IV. APPROVAL OF MINUTES

Chair Henegar postponed approval of the October 9, 2014, minutes due to lack of a quorum.

V. CONSENT AGENDA (None)

VI. TOPIC

A. Airport Operations

Mr. Tripp presented the Airport Director's Report – November 13, 2014. The goal is to improve communications with the City Council, City Manager, and Airport Commission by providing a monthly snapshot of airline passenger statistics and Airport revenues. The Airport budget is one of the most complex in the City. He is recruiting a finance director to help maximize revenue, minimize expenses, and improve management of other metrics.

B. FBO Agreement

Mr. Tripp summarized the background and progress to date. Council approved the minimum standards on May 27, 2014. He has been working since he arrived on June 2, 2014, to create the needed administrative documentation and policies. Based upon a July meeting with the current fixed-base operator, the City agreed in principle to suspend setting up a municipal FBO in exchange for a settlement agreement. The current FBO has been asked to submit a complete application by November 25, 2014. He is working with KC Aero and Butler to finalize various agreements including the business permit. Target date for completion of all agreements is December 16, 2014.

Commissioner concerns included the status of existing KC Aero and Butler leases.

C. Airline Agreements

Mr. Tripp said the Airport completed negotiations with Alaska Airlines, American Airlines, Delta Airlines, and United Airlines for the new five-year airline agreement in summer 2014. Alaska, Delta, and United have returned their agreements. American's agreement is still undergoing review by its internal staff but he is hoping to get it before Christmas.

D. Air Service Initiatives and Updates

Mr. Tripp said he and representatives of Mead & Hunt (airline service consultant), EDCO (Economic Development for Central Oregon), and COVA (Central Oregon Visitors Association) met with Delta Airlines on October 20th (Atlanta) and SkyWest Airlines on November 12th (St. George, Utah). Upcoming meetings are scheduled with Alaska Airlines on November 21st (Seattle), American on December 3rd (Dallas, Texas), and United in spring 2015. The purpose of these visits is to assure service continuation and increase capacity and frequency of flights. Delta is considering a fourth flight to Salt Lake City and United, a fourth flight to San Francisco. Load factors are running over 80% and Airport staff is working to improve that ratio to 90%. Cost per enplanement is close to the \$6-per-passenger target.

Commissioners asked about the impact of additional flights on enplanement statistics.

Mr. Tripp announced that Alaska initiated Self-Baggage Tagging and Web Self-Tagging systems on November 17th. These new services will give customers the opportunity to obtain a boarding pass and print out baggage tags online or at terminal kiosks. More information can be found at www.alaskaair.com. Staff will add information about these new services to the Redmond Airport website.

E. Airport Rules and Regulations

Mr. Tripp said he wanted the subcommittee and the Airport Commission to look at the draft one more time to be sure all the bases are covered. The new target date to present these rules and regulations to Council in early 2015.

F. Airport Lease Policy

Mr. Tripp said this is a good document but he wanted to make it easier to understand, schedule one more public comment period, and present it to Council in spring 2015.

G. Runway 4-22 Project

Phase 1 rehabilitation of about 1,290 linear feet of runway asphalt started on September 7. The runway was closed on September 15 and reopened on November 14. Due to snow conditions, grooving and final pavement markings are not yet done. The Airport issued a NOTAM that Taxiway E (T/W E) is closed until the weather permits completion of the rehabilitation process. One of the airlines didn't check the NOTAMs on Sunday night; the incoming flight landed on R/W 4-22, turned off at T/W E and got stuck on T/W E for a little over an hour.

Chair Henegar commended Airport staff for their efforts to reopen the runway following the snowstorm on November 13-14, 2014.

Mr. Tripp said Century West is 90% done with Phase 2 design and has a better sense of timeframes and cost estimates. Next steps will include meeting with local and regional stakeholders to share what the project will entail and a possible timeline. Information will also be posted on the Airport's webpage. Due to the FAA (Federal Aviation Administration) grant schedule, Phase 2 will be bid in spring 2015 so that construction can start in late fall 2015/early spring 2016. He outlined how this project would be managed to minimize the length of time the Airport would be shut down. Century West is working to shorten the closure time as much as possible and avoid impacting the summer months.

Commissioners expressed concern about when the paving would be done and how long the Airport would be closed.

H. Terminal Energy Efficiency Improvements

On October 29, the City announced it was embarking on a \$1.2 million Energy Savings Performance Contract to improve City buildings, enhance efficiency, and reduce costs. Airport projects will involve upgrading terminal and parking lot lighting systems and controls, and installing two 10 KW solar photovoltaic systems. These improvements are expected to enhance comfort for passengers and building occupants, and improve the facility's light quality. Upfront equipment costs are expected to be offset by lower electricity costs and less time spent replacing bulbs. Replacing the airfield lights will be a future capital improvements project.

I. City Code Update – Airport Commission

Mr. Tripp announced the City is updating city codes relating to commissions/committees to provide a more consistent format for the duties/responsibilities of each commission/committee. He presented an updated draft of Sections 2.580 through 2.588, which included the City Manager's review and comments. He will e-mail the revised draft to commissioners.

VII. OTHER TOPICS

A. Commissioner Recognition

Mr. Tripp asked if the Airport Commission had a history of issuing plaques or other acknowledgement of commissioner service.

Commissioner Sande recommended sending a letter of recognition to Mr. Newell.

B. Council Liaison Recognition

Chair Henegar congratulated Councilor Patrick for being re-elected (as was Mayor George Endicott) and thanked him for his participation and support.

C. Commissioner Recruitment

Mr. Tripp said the terms of Commissioners Foote, Larkin, and Sande will soon expire. Under the new code, every committee will also have a Youth Ex-Officio representative, who will serve a one-year term. High school and community college students in Redmond and surrounding communities will be eligible. He summarized the recruitment process that staff are conducting to fill vacancies on the City's volunteer commissions/committees.

Commissioners discussed the different jurisdictions represented on the commission and the value of diverse opinions from people with aviation experience/backgrounds.

Commissioner Sande said he would like to continue serving on the commission but was willing to step aside after 16 years if requested to do so.

D. Staff Recruitment

Mr. Tripp said that, in addition to a finance director, he will be hiring a grants and projects coordinator and a lease and property specialist. Filling these positions will give him time to meet more of the business tenants and address more policy concerns. Commissioner concerns included number and length of existing leases and utilization of hangars for unauthorized (non-aviation) uses.

Mr. Tripp said he is training staff to conduct inspections and verify that information provided (insurance policies) to the Airport is accurate. He identified other controls which are useful in identifying and addressing use concerns, such as timeliness of CPI (Consumer Price Index) adjustments, City zoning regulations, FAA and TSA (Transportation Security Administration) regulations (building and fire codes), standardization of documents and leases over time, and improved administrative software.

VIII. COMMISSIONER COMMENTS

Commissioner Sande thanked Mr. Tripp for speaking to the Leadership Redmond class. The class toured the runway and saw the new snowblower and new fire truck, then visited Public Works and the wastewater treatment plant after lunch.

Chair Henegar said he toured the Redmond Fire Station last year. He expressed concern about how much of the winter weather budget was consumed by November's snowstorm, what was learned from this experience, and how often the Airport has been closed due to weather. The Airport needs to be proactive in its outreach efforts to help prevent circulation of misinformation. Mr. Tripp said he was hoping to do an after-action analysis with his staff to identify what worked and what needs improvement. Snow was less of a problem than the ice that followed.

Commissioner Knight asked if the Airport had a General Aviation "Fly Friendly" program, how citizen complaints are handled, if commissioners have input into the annual budget before it goes to Council, and if Redmond Airport interfaces with other Central Oregon airports.

Chair Henegar recommended reviewing the meeting schedule at the January 2015 meeting. Councilor Patrick said he would be unable to attend a midday meeting due to other commitments.

III. COMMENTS FROM CITIZENS

Mr. Lee asked if citizen members could participate on the Lease Policy Subcommittee.

Mr. Elmore indicated he might be interested in serving on the Airport Commission. Mr. Tripp advised him to contact City Recorder Kelly Morse on November 21 as interviews will be conducted next week. Chair Henegar summarized how the Airport Commission operates and how much time is needed to carry out commissioner duties.

IX. ADJOURN

The next meeting is scheduled for 5:30 p.m., Thursday, December 11, 2014.

There being no further business, Chair Henegar adjourned the meeting at 6:39 p.m.

APPROVED by the Airport Commission and SIGNED by the Chair this 11th day of DECEMBER, 2014.



Marc Henegar, Chair