



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

October 8, 2015

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

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

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

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

Council Liaison: Jay Patrick

Visitors: Joe Roshak and Thomas Headley III, *Century West Engineering*; Don Lee, *NW Commercial*; Garry Finley; Stan Clark

Media: None; Beau Eastes, *The Bulletin*; Dave Morgan, *Redmond News Today*

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

I. CALL TO ORDER

In the absence of both the Chair and Vice-Chair, Mr. Bass called the Redmond Airport Committee (AC) meeting to order at 5:37 p.m.

Ms. Prow called the roll and confirmed there was no quorum as only 4 of 9 members were present. Mr. Foote was present via telephone.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Mr. Bass postponed approval of the September 10, 2015, minutes due to lack of a quorum.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Executive Team Report

Mr. Bass presented the executive team's report (PowerPoint), providing more detail on specific items (as numbered in the report) when requested by AC members:

- 2. Air Service Initiatives & Updates:** Redmond Airport received a \$500,000 grant from USDOT (federal Department of Transportation) through the Small Community Air Service Development Program. The SCASDP grant is designated as a revenue guarantee for acquiring and marketing a new direct route to Phoenix, Arizona (PHX).

In response to a letter of interest, a team representing Redmond Airport will meet with American Airlines in Fort Worth, Texas, on October 30, 2015. The team will consist of Mr. Bass, Redmond's airline consultant, Roger Lee/EDCO (Economic Development of Oregon) or Jon Stark/REDI (Redmond Economic Development, Inc.), and Alana Hughson/COVA (Central Oregon Visitors Association).

3. **Runway 4-22 Project:** Runway Landing Designator Markings and Surface Holding Position Signs for Runways 4-22 (to 5-23) and 10-28 (to 11-29) have been completed and all NOTAMs (Notices to Airmen) canceled. Mr. Headley discussed winter cool-down work that Knife River will do outside the operations area starting in November 2015. Runways will not be closed down for pre-construction activities.
4. **Rental Car Concession RFP:** The Airport exercised the final one-year extension in the current contract. Staff are waiting on a few insurance documents. The extension addendum will allow the Airport to start considering a Customer Facility Charge (CFC) this winter. The Airport will issue a new Request for Proposals next fall.
5. **Air Service Consultant RFQ:** Following issuance of a Request for Qualifications, the selection committee recommended that Mead & Hunt continue as Redmond's Air Service Consultant. City Council confirmed this selection on September 22, 2015.
6. **USFS – Central Oregon Interagency Dispatch Center:** Staff are working to ensure Redmond's final bid is beneficial (or at least cost-neutral) to the Airport.
7. **Taxiway B Rehabilitation:** The Airport's Engineer of Record has submitted a Scope of Work for the design and bid process. An independent fee estimate is underway and will be presented to City Council. The Airport is seeking full funding through a combination of state (Connect Oregon) and federal (U.S. Forest Service) grants. Design is expected to start in about a month.
1. **Airport Performance Metrics Report:** Mr. Bass reviewed statistics from the August 2015 report. Enplanements and deplanements in the first quarter of fiscal year 2015 were up 7% over the those for the same timeframe a year ago.
10. **Perlan II Glider Testing:** Mr. Bass said the test flight went well and commended Airport Operations and Facility Manager Winton Platt for his leadership and planning.

Mr. Lee commented that the Perlan glider presentation at Kiwanis was very informative. The glider crew praised Redmond Airport staff for their helpfulness and were appreciative of community support. The chairman of the Airbus Group, director of the FAA (Federal Aviation Administration) under President Ronald Reagan, expressed a positive opinion of the Airport's potential and offered his assistance.

Business Updates:

- * **Restaurant Build-Out:** Mr. Bass reported construction was behind schedule due to issues the concessionaire had with contractors. The Airport is pushing to get this project completed before the Thanksgiving rush.
- * **Wi-Fi:** The Airport now has 25 MB available and capacity should increase to 100 MB within the next month.
- * **Kid Zone Expansion:** Bend Memorial Clinic is taking bids from individuals and companies experienced in building this type of facility. Mr. Bass said he was expecting a proposal in November. If all goes well, construction would start in January 2016.

- * Advertising: Mr. Bass discussed the Airport's theme and potential locations. A sample "Fly Redmond" product will be affixed to the baggage claim equipment next week and tested for wear-and-tear. Students from the University of Oregon (Sustainable Cities Initiative Program) will assist with research and development of marketing strategies.
- * Museum/Static Display: Mr. Bass reported a potential use for a large empty space in the pre-security area which has been hard to fill due to being out of the regular traffic flow. Staff has had preliminary discussions with the U.S. Forest Service and others regarding a walk-through museum about smokejumpers, firefighting, and aviation.
- * Customer Interaction Chalkboard: Mr. Bass summarized a proposal to install a large (6-foot by 4-foot) chalkboard to encourage customer interaction.

B. Air Service 101

Mr. Bass outlined how the Airport staff, Airport Committee, City leadership team, and (possibly) Council could benefit from learning more about the Airport. For this meeting, he discussed airline data available, impact of fuel prices, industry changes/trends (hub consolidation), route forecasting (metrics, process), route potential profit, and capacity purchase agreements. He will meet with several airlines – Sky West, United, Delta, Alaska, and Southwest – at their headquarter offices over the next two months. American Airlines will start swapping out planes for LAX (Los Angeles) in January 2016. The rest of Redmond's carriers are also expected to upgrade their planes, but when has not been specified. Community incentives to increase capacity included revenue guarantees. According to the Redmond's air service consultant, the best way to attract new service to is to keep load factors (bodies in seats) high. He requested ideas for future topics. Ms. Honn commented that airlines are profit-based businesses and explained why ticket prices at larger airports can be lower than those at regional airports, such as Redmond.

Committee concerns included number of paying customers vs. staff on flights, when American Airlines will start using larger planes, and how profitable Redmond service is.

VI. OLD BUSINESS

A. Lease Policy

Mr. Bass presented a clean copy of the October 6 lease policy which is for aeronautical use only. The subcommittee has met twice since the last AC meeting. Questions/changes should be e-mailed to Subcommittee Chair Knight before the subcommittee's last meeting on October 28. AC members will review the final draft at their November meeting. Ms. Honn said leases for land outside the fence will default to the City's Community Development Department. Mr. Bass noted that lack of a specific policy for "outside" lands would give the Airport more flexibility in negotiations. Airport staff will support a separate policy if one is needed in the future.

Mr. Lee noted the lease policy didn't include land outside the security fence.

Mr. Clark requested a copy of Ed Fitch's letter be sent to him and to Mr. Lee as members of this subcommittee. Ms. Honn said she would take care of this.

B. Airport Minimum Standards: Mr. Bass promised to e-mail this document to the Airport Committee.

C. Airport Rules and Regulations: Councilor Patrick said Mr. Clark presented his suggestions to Council. Mr. Bass said the subcommittee was not expected to meet again. Staff will meet with Subcommittee Chair Neary first and then Mr. Clark.

VII. NEW BUSINESS

A. Airport Strategic Plan

Mr. Roshak explained the FAA's rationale for items to be included in airport master plans.

Committee members discussed similarities and differences of strategic, business, and master plans and the Airport's need to comply with extra federal regulations. Mr. Centers stated a strategic or business plan was broader than the FAA-specified master plan.

Mr. Centers, Mr. Foote, and Mr. Bass agreed to meet next week.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg summarized activities at the Madras Airport this year. Attendance at the Air Show of the Cascades was phenomenal on Friday, and Saturday promised to be the same until the air portion of the show had to be canceled due to the Culver fire (1st cancellation in 16 years). Other activities included Runway 4-22 close-outs, Runway 16-34 reconstruction, commissioning of new fuel tanks, Erickson Aircraft Collection (27 active Warbirds; Veterans thank-you dinner on October 23). After two years of negotiation, the FAA, Oregon Department of Agriculture, and City of Madras have approved installation of a grass runway (75 feet x 5,000 feet) just west of Runway 16-34. Funding for this project is coming from the Erickson Aircraft Collection.

Mr. Centers said the Erickson Aircraft Collection was one of the best small ones in the United States. He commended staff's pursuing the airlines now that Redmond Airport is set for a major upswing in air travel.

Councilor Patrick requested an update on the Airport Task Force. Mr. Bass said the task force will hold its next meeting on October 22. Heather Cassaro, the City's Communications Manager, will handle the Airport's media push for the next eight months. A survey is being considered to better identify customer needs during the temporary airport closure.

Mr. Neary confirmed that the airlines are no longer selling seats for the temporary closure period.

Mr. Neary commended Airport staff for their good work. He reported attending the Air Show of the Cascades in Madras for the first time and had a great time.

IX. ADJOURN

With no further business, Mr. Neary adjourned the meeting at 6:36 p.m.

APPROVED by Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this 12 day of NOVEMBER, 2015.

ATTEST:



Marc Henegar
Chair



Zachary Bass
Airport Business Manager