



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

October 13, 2016

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

Committee Members Present: Vice-Chair Eric Sande, Kelly Coffelt, Doug Knight, Tim Moor, Sean Neary (*absent: Rob Berg, Ross Centers, David Foote; 1 vacancy*)

Youth Ex Officio: Vacant

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

City Council Liaison: None

Visitors: Kyle Bonnet, *Century West Engineering*; Garry Finley; David Kingston, *Brasada Ranch*; Fred LaLacheur, *Morrison Maierle* (engineer-of-record); Don Lee, *NW Commercial*; Stan Clark

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 5:30 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

Mr. Clark reported hand-delivering a letter on March 3, 2016, asking for a waiver and some designations, and asked when it would be answered. Topics covered in the letter included Airport parking, washing the airplane, driving regulations, and fueling. Mr. Bass said he would check.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Knight moved to approve the minutes of June 9, 2016. Mr. Neary seconded the motion which passed unanimously.

Motion 2 (4/0/1): Mr. Coffelt moved to approve the minutes of July 14, 2016. Mr. Sande seconded the motion which passed with Mr. Coffelt and Mr. Sande voting in favor, none opposed, and Mr. Knight, Mr. Moor, and Mr. Neary abstaining due to their absence from the July 14 meeting.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass said Mayor Endicott was not present due to his receiving the Public Works Association Award for Oregon for transportation projects between \$5 million and \$25 million (5-23 reconstruction). This project will compete nationally in the next few months.

Mr. Bass presented the Airport Performance Metrics Report. His summary of activities (PowerPoint) since the July meeting included the Airport's fairly steady growth (1996-2016), staffing changes, update on grants and projects, car rental contracts and customer facility charges, and master plan progress. He credited the Task Force for the Airport's generating record-setting enplanements in June, July, and August 2016 after the Airport's temporary closure in May. September enplanements, though down a little as usual, were still up 15% over 2015. Runway 5-23 is expected to be operational again by October 23, 2016. Taxiway B reconstruction will start in spring 2017. The Airport hosted Western Regional Airport Property Managers (WRAPM) last week, a joint effort with the City of Bend and Oregon Department of Aviation. Advertising revenue was up 6% over 2015 due to digital signs. The Airport renegotiated its 20-year lease with the U.S. Forest Service to cover unexpected cost increases in building the new Central Oregon Interagency Dispatch Center.

Ms. Honn discussed the value of contacts made at the annual WRAPM meeting attended by about 50 people from surrounding states including Alaska, Arizona, Colorado, and Hawaii.

Committee concerns included the value of the WRAPM meeting and if Airport Committee members could attend the next one.

Mr. LaLacheur reviewed (PowerPoint) design considerations for rehabilitation of Runway 11-29 including runway grades, safety area grades, storm drainage, taxiway geometry, and pavement strength.

Committee members asked about construction details, FAA (Federal Aviation Administration) regulations for elevations, and eligibility of this runway for FAA funding.

VI. OLD BUSINESS

A. Car Rental RFP

Mr. Bass summarized the background. Council approved the new contract with two one-year extensions and the customer facility charge (CFC), both of which started on October 1, 2016. He reviewed rental car revenue budgeted for fiscal year (FY) 2016-2017 and expected through FY 2020-2021. There is room for a fifth rental agency, but the only successful bidders were the existing four agencies. The \$3 CFC per car/per day will help raise funds for a consolidated rental car facility (carwash, cleaning bays, fuel). The rental agencies are passing this CFC to their customers. Construction of the rental car facility is expected to start in late 2018/early 2019.

Committee members discussed CFCs at other Oregon airports (Bend, Eugene, Klamath Falls, Medford, Portland).

B. Master Plan Update

Ms. Honn reported (PowerPoint) the City selected Mead & Hunt, working with Century West, to develop a 20-year master plan. She summarized the 3-phase process including outreach which is expected to take about two years. The first meeting of a 12-member planning advisory committee (PAC) will be in late October 2016. Mr. Coffelt and Chair Sande, representing Prineville Airport and the Redmond Chamber of Commerce, respectively, will serve as liaisons to the Airport Committee on this process. Staff will provide an update at each Airport Committee meeting.

Vice-Chair Sande said he was impressed by the volume of projects and number of grants the Airport has undertaken.

Mr. Bass said annual meetings at airline headquarters will start in November 2016.

Mr. Lee asked when the current master plan was adopted. Ms. Honn explained the relationship between the 20-year master plan (updated in 2005), rolling 5-year capital improvement plan, and airport layout plan (updated in 2013).

VII. NEW BUSINESS

A. Election of Chair/Vice-Chair

Motion 3 (5/0/0): Mr. Knight moved to nominate Mr. Sande to serve as Chair for the rest of 2016. Mr. Coffelt seconded the motion which passed unanimously.

Motion 4 (5/0/0): Mr. Knight moved to nominate himself to serve as Vice-Chair for the rest of 2016. Mr. Moor seconded the motion which passed unanimously.

B. TNCs

Mr. Bass presented a handout from Uber and explained how the City of Redmond is responding to this challenge to the traditional ground transportation system. He discussed the opportunity presented to improve the level of customer service provided by all transportation network companies in the City and on Airport property.

Committee discussion covered great service long overdue, level playing field for all transportation network companies (permits/licenses, insurance, background checks, training), and the Airport's need to stay current with technology.

VIII. COMMITTEE MEMBER COMMENTS

Chair Sande highlighted quorum challenges with the current monthly meeting schedule. Following discussion, members generally agreed that bimonthly meetings in odd-numbered months would be more productive. Mr. Bass said he would research meeting requirements.

Mr. Moor announced the FAA tri-annual disaster drill on October 14, 2016, at Deschutes County Fairgrounds. He summarized the planned activities and said he was coordinating with other emergency service agencies and hospitals. About 80 students from Central Oregon high schools will assist in this exercise.


Next meeting: Thursday, November 10, 2016, 5:30 p.m.

IX. ADJOURN


With no further business, Chair Sande adjourned the meeting at 6:34 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this 10 day of November, 2016.

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director