



Redmond Municipal Airport-Roberts Field

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REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

June 13, 2019

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

Committee Members Present: Chair Eric Sande, Vice-Chair Sean Neary, Kelly Coffelt, Justin Livingston (*absent: Daniel Bahlman, Rob Berg, Phil Henderson, William Huff, Tim Moor*)

Youth Ex Officio Absent: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Nicole Jurgensen, *Airport Security Coordinator*; Annika Schinkel, *Airport Security Assistant*, and Jayde Brumitt, *Airport Security Specialist*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick, George Endicott

Visitors: Joe Roshak, *Century West Engineering*; Victor Walco, *Life Flight Network*

Media: None

(Agenda items appear in discussion order. The 3 digits after a motion title show the number of committee members voting in favor/opposed/abstaining.)

I. CALL TO ORDER – ROLL CALL

Chair Sande called the regular meeting of the Redmond Municipal Airport Advisory Committee to order at 5:35 p.m., Thursday, June 13, 2019.

Ms. Prow called the roll and confirmed the absence of a quorum (3 of 9 members). Mr. Livingston arrived at 5:39 p.m., increasing the number of members to 4 of 9 but not achieving a quorum.

II. ANNOUNCEMENTS

None.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Due to lack of a quorum, Chair Sande postponed approval of the April 11, 2019, minutes to the next meeting.

VII. NEW BUSINESS

A. New Air Service

Mr. Bass reported (PowerPoint) the Airport implemented new direct service to Chicago (started June 6, good numbers, positive feedback) and Denver (good numbers). Direct service to Las Vegas will start on September 5). Airport staff are talking with two other

low-cost carriers. Weekly commercial departures are currently at 190. He shared a table of historical destinations and service providers for 2009-2018.

Mr. Bass announced the Airport intended to apply for a grant from the Small Community Air Service Development Program (SCASDP) to acquire direct daily service to San Jose. Past grants from this program helped the Airport improve and/or acquire service to Salt Lake City, San Francisco, Los Angeles, and Phoenix.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics (March and April 2019) and summarized (PowerPoint) activities since the April meeting.

B. Project Updates

Mr. Bass and Mr. LeLacheur discussed (PowerPoint) projects underway and planned:

- **Commercial Ramp Extension** (\$8.1 million): Phase 2 is under way. This project is about 50% complete, within budget, and might be completed early.
- **Snow Removal Equipment Building** (\$14.5 million): The latest engineers' estimate is showing a potential budget overrun of about \$2 million. The Airport is considering alternatives which will be reviewed by this committee before going to City Council.
- **Parking Expansion** (\$3.2 million): The design phase is approximately 60% complete and has an option to add more spaces as budget permits. Construction will start in fall 2019.
- **3rd TSA (Transportation Security Administration) Lane** (\$230,000). Design is complete and the Airport will go out for bid.
- **Extended Tower Hours.** The first of three operational counts was completed in June; two more counts will be done in July and August. These data are required to justify the need for coverage 7 p.m.-12 midnight to the FAA (Federal Aviation Administration).
- **Marketing Initiatives.** The "Fly Redmond" logo will be added to the reservoir along North Highway 97 as a new marketing tool for the Airport.

C. Private Investments

Mr. Bass summarized private investment opportunities:

- **FBO Expansion:** Leading Edge is planning to remove the current FBO building, add a 22,000-square-foot hangar, and attach a brand-new, 2-story FBO building to the hangar. Estimated cost: \$4-\$6 million.
- **Other:** Mr. Bass reported a private investment group was interested in building a 30,000-square-foot hangar on the north side of the Airport. An environmental study indicated DDT and petroleum contamination on this site. Mr. LeLacheur reported preliminary findings on recent core samples, 7-10 feet down, revealed signs of pesticide in only one test hole. Tests for lead near two old fuel tanks indicated levels were under the maximum allowed.

D. Upcoming Issues

Mr. Bass provided information on other issues facing the Airport:

- **Commercial Airlines Incentives Policy:** Staff are working with the Airport's attorneys to establish a more equitable incentive policy as required by the FAA.
- **New FAA Oregon Engineer:** Redmond Airport's development requests are being stalled in bureaucracy. The FAA engineer the Airport has worked with over the last three to four years has left and a new one has not yet been named. Airport staff are monitoring this situation. Mr. Coffelt, Prineville Airport Manager, reported experiencing the same difficulty.
- **Hotel Lease Terms:** The Airport is now using a gross receipts lease, instead of a land lease, for hotel developments. A new team is working on lease terms.
- **Airport Influence Zone:** Airport and City staff are working to determine the extent of the Airport's influence on the surrounding area should be and how far out that should be.
- **Tower Radar Display:** The Airport is on the list to get one.
- **Lease Reversion Clause:** The Airport's attorney has prepared procedures to use when taking back property. The first one of these will occur in late 2020.
- **QTA Operational Lease:** Staff are working on lease terms for operation of the Quick Turnaround Area facility with four different car rental companies.
- **T-Hangars:** The Airport needs to replace the T-hangars on the north side at some point.

VII. NEW BUSINESS (continued)

B. Market Rate Rent Study

Mr. Bass discussed preliminary results of the Airport's new study, required by the FAA every five years, which was completed last month. He presented ground rent comparables of similar-sized airports in Oregon, Washington, and California. Redmond Airport's current rates are 16 cents per square foot per year for leases outside the security fence (nonaeronautical) and 34 cents per square foot per year for leases inside the fence (aeronautical). The Airport is proposing to increase rates for leases both outside and inside the fence. The new rates will be implemented in contracts as they come up.

Committee concerns included the number of leases outside the fence and the number of leases above 36 cents per square foot per year inside the fence.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS (continued)

E. Airport Security

Ms. Jurgensen reviewed (PowerPoint) results of the Airport's TSA Inspection completed at the end of May. Redmond Airport is leading Oregon commercial service airports in taking the initiative to proactively implement best practices. She explained what security staff did on a day-to-day basis and their importance to the Airport. A project implemented in April 2019 replaced paper inspections with a smart phone app (i-Auditor), increasing inspection efficiency and security team access as well as providing remote access for TSA inspectors. A current security project will add 12 cameras and a second server to the Airport's CCTV (Closed Circuit Television) system. Effective July 1, 2019, Officer Brent Haywood will be assigned as the Law Enforcement Officer for the Airport.

Ms. Schinkel outlined the Airport's badging process. Over 1,000 active security access ID badges have been issued to employees working at the Airport, contractors, vendors, and private hangar tenants. Another 500 badges are issued by the administrative office to all taxi drivers and rental car employees.

Ms. Brumitt summarized her responsibilities including training, monitoring badge-holders for criminal history and security violations, regulatory requirements (inspections, alarm responses, report documents), and internal audits. Last year she provided an average of 230 hours of in-class training to 1,100 people.

Councilor Patrick questioned the number of monitors in the security office. Ms. Jurgensen identified the equipment currently in use and planned improvements.

Committee concerns included if security cameras were also installed in nonsecurity areas. Ms. Jurgensen responded that security cameras were also installed at access control points.

Mr. Bass stated the security procedures were in place to protect the safety of almost a million passengers annually. The additional security cameras have been valuable in protecting the Airport legally.

VI. OLD BUSINESS

A. SRE Building Update

See Section V.B. under Project Updates (above).

B. Budget Review

Mr. Bass presented the Airport Fund budget for fiscal year 2019-20, approved by City Council on June 11, 2019, and discussed the effects of growth on the budget. He asked the committee to review the budget and forward any questions/comments to him.

Mr. Livingston expressed concern about the validity of project cost estimates. Mr. Bass said the independent engineers used by the Airport were basing their estimates on designs that were 95% complete.

IX. COMMITTEE MEMBER COMMENTS

None.

Next Airport Advisory Committee meeting: Thursday, August 8, 2019, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:28 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this

8th day of August, 2019.

ATTEST:


Sean Neary
Vice Chair


Zachary Bass
Airport Director