



Redmond Municipal Airport-Roberts Field
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EXHIBIT 1

REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE MINUTES

November 9, 2017

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

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

Youth Ex Officio: Auna Pendergrass

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Nicole Jurgensen, *Airport Security Manager/Media Relations*; Keith Witcosky, *City Manager*; Cameron Prow, *TYPE-Write II*

City Council Liaison: Jay Patrick; George Endicott, *Mayor*

Visitors: Garry Finley; Joe Roshak, *Century West Engineering*; Cathy Clark and Nohemi Ramos, *Oregon Department of Aviation*

Media: None

(Agenda items appear in the order discussed. 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 5:30 p.m.

Ms. Prow called the roll and confirmed that a quorum of members (5 of 8) was present. Mr. Foote arrived at 5:40 p.m. and Mr. Berg at 5:44 p.m., after approval of the minutes.

II. ANNOUNCEMENTS

Mayor Endicott reminded everyone of the Veterans Day parade starting downtown at 11 a.m. on November 11, 2017. He introduced two members of the Oregon Department of Aviation from Salem, Oregon.

Ms. Shaw said the Oregon Airport Management Association named Mr. Bass Airport Manager of the Year for 2017.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Moor moved to approve the minutes of July 13, 2017, as presented. Mr. Livingston seconded the motion which passed unanimously.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for July, August, and September 2017. He discussed (PowerPoint) the impact of growth on Airport operations and current direction, operating financial performance, staffing needs/changes, parking options, general aviation (GA) expansion, new leasing process and software, and new projects. He reported enplanements were up 13% over last year. The flight school will begin next week with a class of 20 and is expecting 100 students per class by the end of 2018. He said the increased activity might allow the Airport to lobby for a radar display and longer tower hours. He assured everyone the airfield could handle the additional workload pretty easily.

Committee concerns included impact of the runway extension on existing buildings and trees, runway orientation, impact of the terminal remodel on operations, parking (length of average stay, cost of multi-level facility, distance from terminal), GA expansion options, leasing process, and new vs. remodel cost analysis on snow removal equipment facility.

B. Master Plan Update

Mr. Bass summarized progress with the Plan Advisory Committee (PAC). Topics covered at the last meeting on June 22, 2017, included project progress/timeline, demand forecasts, facility requirements, improvement alternatives, and the selected runway extension plan. He promised a fuller discussion about the master plan at the next meeting.

VI. OLD BUSINESS

A. Air Service Update

United Airlines: Mr. Bass announced a holiday flight to San Francisco would be added. The number of daily flights to Denver will increase to three in June 2018. **Alaska Airlines:** Mr. Bass reported that, based on meeting with Alaska staff in Seattle last week, Alaska expected to completely resolve their pilot shortage by spring/summer 2018. Alaska is expected to provide five daily flights to Portland and five daily flights to Seattle next summer.

VII. NEW BUSINESS

A. Northside GA (General Aviation) Design

See Airport Report (Agenda Item V.A) above.

B. Growth Constraints

See Airport Report (Agenda Item V.A) above.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Berg, Madras Airport Manager, discussed impacts of the August 21 solar eclipse on the airport. A total of 485 airplanes flew in for the event. Approximately 24,000 people converged on the City of Madras and many stayed over for the Air Show of the Cascades on the following weekend. An experimental airplane with one person aboard suffered a fatal accident, inbound, on August 17 but this did not occur on the airfield; the incident is being investigated by the NTSB (National Transportation Safety Board). There were surprisingly few issues. No departure incidents or accidents occurred. Part of the revenue realized from this event will be used to help fund the first snow removal equipment building.

Mr. Coffelt, Prineville Airport Manager, said his #1 priority during the eclipse event was to keep airport operations running as smoothly as possible and to support U.S. Forest Service firefighting efforts. Approximately 60 airplanes flew in and parking was full. Traffic was not too bad. Preparations are underway for another big snow year. His staff are working to relocate Central Oregon Rappellers to another site on the airport and are negotiating with the Forest Service.

Next meeting: Thursday, January 11, 2018

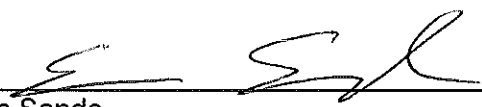
IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:30 p.m.

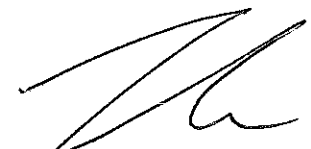
APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this

11 day of January, 2017.

ATTEST:



Eric Sande
Chair



Zachary Bass
Airport Director