



Redmond Municipal Airport-Roberts Field

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REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE

MINUTES

July 12, 2018

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

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

Youth Ex Officio Absent: Eric Robert Beal

City Staff: Zachary Bass, *Airport Director*; Erinn Shaw, *Office Assistant III*; Fred LeLacheur, *Airport Engineer*; Cameron Prow, *TYPE-Write II*

City Council Liaisons: Jay Patrick, George Endicott

Visitors: Cory Kesler, *Morrison Maierle*; Garry Finley; Matthew Braun, *Aviano, Inc.*; Thomas Headley III, *Century West Engineering*; Victor Walco, *LifeFlight*

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 5:32 p.m., Thursday, July 12, 2018.

Ms. Prow called the roll and confirmed the lack of a quorum of members (3 of 8). Mr. Henderson arrived at 5:39 p.m., increasing the number of members present (4 of 8) which still did not constitute a quorum.

II. ANNOUNCEMENTS

Chair Sande reported the passing of Committee Member David Foote on June 9, 2018. Mr. Bass acknowledged Mr. Foote's contributions, including his assistance in setting up many of the Airport's rules and regulations and assisting with lease policies. He will be missed.

Mr. Bass requested assistance in recruiting new committee members; potential new members should contact him.

III. COMMENTS FROM CITIZENS

None.

IV. APPROVAL OF MINUTES

A. May 10, 2018

Due to lack of a quorum, Chair Sande postponed approval of the May 10, 2018, minutes to the September 2018 meeting.

VI. OLD BUSINESS

A. Air Service Update (737-800)

Mr. Bass said Alaska Airlines' first daily flight to Seattle (SEA) on a 737-800 started July 6. Each daily flight arrives at 1:40 p.m. and leaves at 2:30 p.m. Loads have been averaging 70-75% full. United Airlines' new Los Angeles (LAX) service is underway.

V. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass presented Airport Performance Metrics Reports for April and May 2018. The June numbers are being audited to verify their accuracy. *(Staff e-mailed corrected June 2018 figures to members on July 13: Enplanements: 39,865, up 20.93% from 32,966 in June 2017; Deplanements: 40,816 up 19.37% from 34,194 in June 2017).*

Quick Updates: Year-over-year enplanements showed a 12% increase. All airlines renewed their agreements for another five years. The two-day Governor's Resiliency Assessment of the airfield, regarding readiness to deal with a potential Cascadia event, will start next week. Mr. Bass will send an agenda to the Airport Committee. Redmond Airport passed its annual TSA (Transportation Security Administration) and FAA (Federal Aviation Administration) Part 139 inspections, which means the Airport can continue providing commercial service. Two small things noted have already been fixed. Due to one of the X-ray machines being down for a week and summer traffic patterns, passengers need to arrive earlier than usual for outgoing flights.

Projects:

- Runway 11-29 Reconstruction (\$11 million) – multiple phases, 50% done, expected to finish on schedule.
- Parking (\$2 million) – main lot at 70% capacity, solution needs to satisfy FAA and Airport.
- Commercial Ramp Extension (\$7.2 million) – Council approved FAA grant application, bid award July 31, starting spring 2019, multiple phases, no service disruption expected.
- Rental Car Quick Turnaround Facility (\$6.5 million) – site selected, design and funding underway, starting summer 2019.
- Snow Removal Equipment Building (projected at \$11.5 million) – scope of work completed, seeking an FAA grant.
- New Jet-A Fuel Tank (\$140,000) – adding a third 20,000-gallon tank. The FBO (Fixed Base Operator) will add one 25,000-gallon tank.
- Security Buildout (\$200,000) – convert old restaurant to security office, conference rooms, janitorial space, and potential expansion area for other retail uses.

Committee concerns included how Redmond Airport's parking fees compared to those at similar-sized Northwest airports.

B. FEMA Assessment Review Draft

Mr. Bass said feedback from the Federal Emergency Management Association (FEMA) indicated the Airport's status was "Good" (able to perform) in eight categories. He asked committee members to contact him if they wanted the full report.

VII. NEW BUSINESS

A. FBO Negotiations

Mr. Bass discussed the background and services the current Fixed Base Operator, Leading Edge Jet Center, provides under its five-year lease and changes proposed for the next lease. His summary covered Airport goals, terms, FBO contributions, conceptual design of a new larger hangar, rent, return on investment, and Airport contributions. *Next steps:* prepare a draft lease, survey lease boundaries, and submit the draft lease for FAA review.

Committee comments about the proposed new FBO lease terms were generally positive.

B. Airport-Owned GA Space

Mr. Bass discussed how the Airport planned to address concerns of general aviation (GA) pilots and the pilots' association about an alternative to FBO services.

C. Regional Emergency Training Center

Mr. Bass and Mr. LeLacheur discussed a concept for development and management of a new regional emergency training center. The University of Oregon has done a viability assessment to identify the need in this area. A business model has not yet been determined. *Next step:* apply for funding to do an in-depth business study and explore potential sites. COCC (Central Oregon Community College) is very interested in helping with the training.

Mr. Moor expressed his support for this project as a great opportunity for Redmond to be involved in developing a new revenue source.

III. COMMENTS FROM CITIZENS

Mr. Braun said he and his parents operated retail and food-and-beverage concessions at Redmond Airport. They have hired *King Retail Solutions*, one of the top design firms in the country, to assist them in expanding the retail space outside the security area. This firm is experienced in airport retail from its work with Portland International Airport (PDX) and has remodeled two stores for his family in Eugene, Oregon. Sales volume at their Eugene stores is running 30% over 2017.

Mr. Bass said *Aviano, Inc.*, was doing a great job for the Airport. Ms. Shaw said complaints about the Airport's food-and-beverage and gift shop areas were rare.

VIII. COMMITTEE MEMBER COMMENTS

Mr. Moor said the July meeting was informative.

Next Airport Advisory Committee meeting: Thursday, September 14, 2018, 5:30 p.m. *Tentative agenda:* consider a proposal to increase parking fees.


IX. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:23 p.m.

APPROVED by the Redmond Municipal Airport Advisory Committee and SIGNED by the Chair this 20 day of September, 2018.

ATTEST:


Eric Sande
Chair


Zachary Bass
Airport Director