



Redmond Municipal Airport-Roberts Field

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**REDMOND MUNICIPAL AIRPORT ADVISORY COMMITTEE
MINUTES**

May 10, 2018

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

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

Youth Ex Officio: Eric Robert Beal

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

City Council Liaison: Jay Patrick

Visitors: Greg Reince, *Century West Engineering*; Jon Hay and Linda Cramer, *Hillsboro Aero Academy*; Larry Hagemeister, *Hagemeister Enterprises Inc.*; Matthew Braun, *Aviano RDM LLC*

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 5:33 p.m., Thursday, May 10, 2018.

Ms. Prow called the roll and confirmed a quorum of members (5 of 9) was present. Everyone present introduced themselves and their roles.

II. ANNOUNCEMENTS

None.

III. SWEARING IN OF NEW MEMBERS

Councilor Patrick administered the Oath of Office to new member Phil Henderson. Mr. Henderson is one of the three Deschutes County Commissioners.

IV. COMMENTS FROM CITIZENS

None.

V. APPROVAL OF MINUTES

Motion 1 (5/0/0): Mr. Neary moved to approve the minutes of March 22, 2018, as presented. Mr. Centers seconded the motion which passed unanimously.

VI. AIRPORT STAFF BRIEFINGS, REPORTS & PRESENTATIONS

A. Airport Report

Mr. Bass provided Airport Performance Metrics Reports for February and March 2018 and a PowerPoint presentation.

Quick Updates: Year-over-year enplanements showed a 12% increase: 3% in March and 9% in April. The flight school now has 85 students. Annual TSA (Transportation Security Administration) and FAA (Federal Aviation Administration) Part 139 inspections are taking place in May-June 2018. Due to summer traffic patterns and the Airport's growth, passengers need to arrive 1.5-2 hours before early morning (5:30-6:30 a.m.) flights as 5-6 flights are leaving in a 20-minute window around 6 a.m.

FAA Issues: The FAA is implementing new "pen and ink" policies that require the Airport to add planning review, environmental review, and an air space study to new infrastructure projects. He discussed impacts of these new rules on Airport projects. This change will expand a two-month process into a five-to-six-month process. Redmond Airport is working with other regional airports to push back these onerous requirements. Airport staff are also reaching out to the Oregon Department of Aviation, Airport Managers Association, and Airplane Owners and Pilots Association. A big concern is the delay caused for adding another fuel tank with the summer fire season coming up.

Projects: *Completed* – changing to aircraft pushback added 1 spot (total 9). *Underway* – Runway 11-29 reconstruction (February-October 2018, impact on general aviation tenants), parking expansion (summer 2018), security office buildout (design scope to convert old restaurant space into new temporary security office plus a training room and janitorial closet), and FBO (fixed-base operator) contract renegotiation. *New* – Terminal ramp extension (design complete, awaiting FAA approval, Request for Proposals going out June 7, contractor to start spring 2019), Quick Turnaround rental car facility (site analysis done), new snow removal equipment building (scope complete for the FAA, start in 2020), and hold room expansion (2020).

B. Budget Update

Mr. Bass presented (PowerPoint) Fiscal Year (FY) 2015-2016 Actual, FY 2016-2017 Actual, FY 2017-2018 Budget, and FY 2018-2019 Budget figures. He reviewed revenue and expense items for the Terminal, Airfield, General Operations, and Capital Projects and discussed impacts of the Airport's growth on the budget. Council will review the Budget Committee-approved budget for FY 2018-2019 on Tuesday, June 12, 2018.

Committee concerns included budget structure, remaining amount owed on the terminal, and security needs.

C. Engineer's Lesson: FAA Grant Assurances

Mr. LeLacheur said airports are user-funded systems. He discussed (PowerPoint) the importance of grants for airport improvement programs (opportunities), what grant funds can cover, and impact of grant assurances (obligations).

Committee members asked about the impact of grants on Airport Master Plan projects and source of funds for airport improvement programs.

D. Hillsboro Aero Academy

Mr. Hay discussed (PowerPoint) Hillsboro Aero Academy operations at Redmond Airport. His summary included a company overview, accreditation, partners and customers, student demographics, equipment fleet (66 single-engine and 17 multi-engine airplanes,

Ms. Cramer, Redmond Campus Manager, invited committee members and visitors to tour the academy.

Mr. Bass outlined benefits to the Redmond economy.

VII. OLD BUSINESS

A. Air Service Updates

Mr. Bass discussed changes in air service:

- **Alaska Airlines** will add a 737-800 daily mainline service to Seattle (SEA) starting July 6, 2018. Airport staff will monitor load factors closely.
- **Allegiant Air** has said Redmond is one of the top destinations it wants to add service to; however, it has not yet responded to the information Redmond provided earlier this year.
- **United Airlines** is starting a new service to Los Angeles (LAX) in June 2018.

VIII. NEW BUSINESS

A. Lease Policy Amendment

Mr. Bass summarized the background of the Airport's current lease policy. He outlined pros and cons of making Redmond's current lease policy more business-friendly by allowing transferability of leases under certain conditions.

Following discussion about the importance to Redmond of being business-friendly, committee members agreed by consensus with the proposed amendments.

IX. COMMITTEE MEMBER COMMENTS

Mr. Neary asked about the noise level on approach from 737 aircraft. Mr. LeLacheur said 737s had to stay on Runway 5-23 due to load requirements. Noise levels were no worse than with other aircraft used by Alaska Airlines. Mr. Bass reported the Airport's noise study done for its 20-year master plan did not indicate a noise problem with 737 and similar aircraft.

Next Airport Advisory Committee meeting: Thursday, July 12, 2018, 5:30 p.m.

X. ADJOURN

With no further business, Chair Sande adjourned the meeting at 6:50 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